

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, May 22, 2013

6:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

****UPDATED****

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 24, 2013.

Comments from the Public

Report from Human Services Chair, Patrick Evans

Presentation by Lois Tradd re: Macht Village Program

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center of Brown County Board (April 25, 2013).
 - b. Board of Health (November 13, 2012).
 - c. Children with Disabilities Education Board (April 23, 2013).
 - d. Human Services Board (May 9, 2013).
 - e. Veterans' Recognition Subcommittee (April 16, 2013).

Communications:

2. Communication from Supervisor Hopp re: Direct Corporation Counsel to investigation what, if any liability the County assumes by failing to take corrective action, once notified in writing, that individuals are experiencing negative, documented health affects as a result of noxious odors originating from any verifiable source.

Syble Hopp School:

3. Syble Hopp School 2012-2013 Budget.

Human Services Department

4. Executive Director's Report.
5. CTC Re-design.
6. Financial Report for Community Treatment Center and Community Programs.
7. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.

- d. Monthly Contract Update.
- 8. Request for New Non-Continuous Vendor.
- 9. Request for New Vendor Contract.
- 10. Resolution re: Change in Table of Organization Human Services – Community Programs Economic Support.
- 11. Budget Adjustment 13-45: Increase in expenses with offsetting increase in revenue.

Aging & Disability Resource Center – No agenda items.

Health Department – No agenda items.

Veterans Services – No agenda items.

Other

- 12. Audit of bills.
- 13. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, April 24, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Chair Evans, Supervisor La Violette, Supervisor Robinson, Supervisor Hopp, Supervisor Haefs
Also Present: Brian Shoup, Tim Schmitt, Jeremy Kral, Jill Rowland, Judy Friederichs, John Paul, Supervisor Sieber, Supervisor Van Dyck

I. **Call Meeting to Order.**

The meeting was called to order by Chair Pat Evans at 6:03 p.m.

II. **Approve/Modify Agenda.**

Motion made by Supervisor La Violette, seconded by Supervisor Hopp to modify the agenda to take Item 5 following Item 1d. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. **Approve/Modify Minutes of March 27, 2013.**

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public

None.

Report from Human Services Chair, Patrick Evans

Chair Evans congratulated Human Services Director Brian Shoup on the new position he will be taking with the State of Wisconsin as Administrator of the Long Term Care Division.

1. **Review Minutes of:**

- a. **Aging & Disability Resource Center of Brown County Board (March 28, 2013).**
- b. **Board of Health (January 8, 2013).**
- c. **Human Services Board (March 14, 2013 and April 11, 2013).**
- d. **Veterans' Recognition Subcommittee (March 19, 2013).**

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to receive and place on file Items 1 a – d. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications:

2. **Communication from Supervisor Robinson re: Request the County Board consider passing a resolution to call upon the WI Legislature, as part of its 2014-15 Budget to accept the increased Medicaid funds available from the Federal Government.**

Supervisor Robinson reported that he would like consideration given to passing a resolution that addresses the Medicaid issue at the State level. He provided a draft resolution, a copy of which is attached. Robinson believes it is in the County's best interest from a financial standpoint as well as from

the standpoint of looking out for the County's residents that the State accepts the enhanced Medicaid funds so we can use Badgercare to cover people between 100 – 133 percent of the poverty level. Under the current proposal from the Governor, those people are not covered by Badgercare and will be forced to look at getting health insurance through the public exchange beginning in 2014. Between the co-pays and the deductibles, Robinson did not feel that people in that income range would be able to afford this.

Robinson continued that there are a number of counties around the state that are considering similar resolutions calling on the State to accept that money and he is asking that Brown County do the same. He felt this would be beneficial for a number of reasons including saving money by providing health insurance to the people to make them less dependent on County services and it would also save money on our income taxes. This would also serve to increase health insurance availability to over 7,000 people in Brown County and would also affect economic development as there are estimates that this would generate upwards of 10,000 jobs in the State, many of which will end up in Brown County.

Robinson reported that the argument for not accepting the money is that if the federal government does not come through with the funds the State will be on the hook for the entire cost of the program; however, this is not true in that the State can opt out of the program at any point. The way it works is that the federal government pays 100 percent for the first few years and after that it works its way down to 90 percent and we would pay the balance. Robinson stated that we accept billions and billions of dollars in federal aid for all kinds of programs but for some reason we balk at the funds which are already set aside for this basic human need.

Hopp stated he would not support this. He stated that the funds available are an extension of the Affordable Care Act and in his opinion it was an unconstitutional overreach by the federal government to even pass the Affordable Care Act. As far as saving anybody money, Hopp opined that this is still taxpayer money that ultimately comes from the taxpayer. Hopp felt that the federal government and their spending habits are out of whack and will continue to be out of whack and never put in check as long as counties and states continue to accept what he considers hush money for lack of a better term. Hopp continued that a County budget is debated every year and they worry about pinching pennies, however, the federal government feels like they can continue spending but at the end of the day where the rubber meets the road is in the pocketbooks of the everyday citizen. He felt that until local governments stand up and say they will not accept the money we will continue to see out of control spending at the Washington level.

Supervisor La Violette said her understanding is that money is already approved by the federal government and if Wisconsin does not take it, it will be distributed to other states. She continued that she is very concerned about all people having access to affordable healthcare and she may not agree 100 percent with what has been passed but she does want all people to have access. La Violette continued that she believes the hospitals have gone on record to say that they would like us to accept this money because when people are sick, even if they do not have insurance they still go to the emergency room and that is cost prohibitive and at some point we all pay for this. She would strongly support moving this along to Madison.

Haefs stated that with all due respect, he could flip nickels on resolutions that go to Madison. He goes back in County government for 21 years and he has not seen a State representative at any County Board meeting and he did not feel they cared what was done on the County level. He felt this was well intentioned, but Haefs does not think these have ever affected anyone in Madison. Haefs was not convinced that the facts set forth in the resolution were verifiable and Robinson stated that they are. Haefs stated that he will not be supporting this at this time.

Supervisor Sieber stated that he was fully in support of this.

Chair Evans stated that he sees both sides of this but will probably not support this because he has been working in trying to get Family Care here. Although he does not know if that is going to happen, he met with Representative Nygren last week and felt we might be able to get some dollars in the budget that will be the second chance dollars. He felt this was a political issue and he is worried right now about getting Family Care dollars here. He will not support this because in talks regarding Family Care it just may not fly with the republicans that are in power right now. He referenced the golden rule of "he who has the gold makes the rules" and he indicated that he would be working to get some money into Family Care instead.

Robinson said he appreciated the differing opinions on this issue but wished to make a few points. First, it is unfortunate that this has become a political ball because people having access to basic healthcare is not political. Robinson felt this was a responsibility that we as a community need to put forth. He is not talking about anything outrageous but is just talking about simple basic healthcare. Secondly, he indicated Hopp brought up a good point in terms of federal government overspending, however, Robinson opined that if the State wants to send a message about the federal government not spending more money than it has, he would prefer the Committee to find a different way to send that message because right now in this biennium budget we have accepted billions and billions of dollars and he would rather see a message sent in a way that does not affect people in a negative way. In terms of saving the money, Robinson stated that right now the State would spend \$100,000,000 more on this budget cycle by rejecting the money and granted it will be made up but at the same time, Robinson is not sure why we would want to spend more money to cover those people because he felt that is what will happen.

Haefs indicated that he appreciates Robinson's good consideration and perhaps he is being too callous, but he did not feel that anyone is listening to what is going on. Robinson stated that there are at least 15 counties around the State that are looking at similar kinds of statements and there has been coverage in a lot of different newspapers on this. Robinson does think that this is not just whistling in the wind but he felt this is something that has gained some momentum around the State and this may make somewhat of a difference.

Hopp stated he appreciates Robinson's thoughts and he does believe that healthcare is an issue but he does not agree with what was done. He felt you cannot on one hand condemn and on the other hand accept so you need to take a stand and he understands that there are other government entities that have accepted funds. He agreed that it is too bad that we are arguing about health care because he does think that it is an important issue and it is too bad it went this way. Hopp stated he has no problem in giving a hand up to those that are unable to do what they need to do but he is opposed to a handout.

Van Dyck felt there were a lot of things to do with the County that are under the Board's control that deserve attention and time and he appreciates Robinson's input and knowledge, but he felt it was a bit presumptuous to know all of the intricacies of what it means to accept or not accept this money. He felt that there are elected officials such as State Senators and Representatives that are closer to this problem and should be dealing with it rather than trying to spend time at the County Board level trying to tell the State what to do. He realizes that this impacts the County but this is a statewide issues that he felt was best left up to the statewide representatives.

Haefs concluded that he appreciated Robinson's hard work and will send this on to the County Board with a positive vote.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to approve and forward on to County Board. Vote taken. Ayes: Robinson, La Violette, Haefs Nays: Hopp and Evans. MOTION CARRIED 3 to 2

III

3. **Communication from Supervisor Robinson re: To consider boosting funding for diversion courts to handle drug and mental health cases as part of the 2014 budget.**

Robinson stated he did not have a whole lot to say on this other than at the last County Board meeting the Board voted to approve hiring of another District Attorney to deal with drug cases, but it seems to him that as effective as that may or may not be in increasing public safety, what would really increase public safety is keeping people from getting involved in drugs in the first place; whether this be done by prevention or treatment. One of the best ways this is being done right now is diversion courts to handle drug cases and he felt that getting a mental health court going would also be a good idea.

Haefs has no problem looking into this and stated that the Board should be looking at budgets 12 months of the year and not just at the spur of the moment at budget time. It was refreshing for him to hear something in April dealing with the budget.

Supervisor Hopp stated he will support this.

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to make a make a formal request of the County Executive to increase funding for diversion courts for drug and mental health cases as part of the budget. Vote taken. MOTION CARRIED UNANIMOUSLY

Aging & Disability Resource Center

4. **Budget Status Financial Report for February, 2013.**

Motion made by Supervisor La Violette, seconded by Supervisor Hopp to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Health Department

5. **Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Held from January meeting.***

Although shown in the proper format here, this item was taken following Item 1d.

Don Johnson from Sanimax, 2099 Shawano Avenue, Green Bay, Wisconsin was in attendance and addressed the Committee. Johnson stated that last time he was before the Committee he was asked to provide an update after three months. Johnson reminded the Committee that last October they hired an industry leading expert who came to Sanimax for an inspection and then provided a list of recommendations. Sanimax has implemented each of these recommendations and has seen improvement in their odor profile. Sanimax has also made the decision to go even further and they will be purchasing new technology in the form of a regenerative thermal oxidizer that they are in the process of implementing. They will be installing this very large piece of equipment and the installation should be complete by the end of June, 2013. Johnson proposed for Sanimax to continue to meet with the Health Department, in particular in July, and provide them with updates on how they are progressing.

Supervisor Hopp asked if this technology has been implemented at another Sanimax facility. Johnson answered that it had not and stated that this technology is new to their organization. This technology is very prevalent in Europe and Sanimax has sent a team to Europe to see how this technology is utilized there. Hopp asked Johnson if he was familiar with the Sanimax facility in South St. Paul and Johnson indicated that he was. Hopp stated that they had similar problems at that location and a number of measures were taken in an attempt to abate the problem. Johnson responded that in the South St. Paul facility they are adding additional equipment this year to handle their odor abatement. Hopp also asked

Johnson if he was familiar with circumstances at Sanimax plants in Columbus, Ohio and Montreal, Canada, but Johnson was not familiar with these facilities.

Robinson referenced Johnson's earlier comment that things are getting better and he asked Johnson for a timeframe. Johnson stated that they began implementing changes in late December or early January. The six recommendations were finalized in the middle of March and Johnson stated that they have seen improvement throughout that entire period of time. Robinson then asked how the improvements are being judged and Johnson stated that one of the recommendations was a PID sensor which shows that the particulus has decreased and in addition, the number of odor complaints has decreased over that period of the time. Robinson stated that all he has to go on are the complaints that Chair Evans has passed on that are received by the Health Department and he noted that there are consistently about four or five complaints per month since the first of the year, including in April. Based on that, Robinson does not see an improvement. Johnson responded that in the current year they have only had five verifiable complaints. Health Department Environmental Manager John Paul confirmed that there have been nine complaints coming into the Department with five being verified with the last verified complaint being on March 5, 2013. Paul noted that there were also three complaints in April but they have not been verified.

La Violette asked who the odor complaints are received from. Robinson stated it looked like they were received from businesses in the area such as Green Bay Converting, Little Rapids, Larsen, and Belsen and there have also been some residential complaints. La Violette asked Johnson if he had ever met with Green Bay Converting regarding the complaints and Johnson responded that they met with them last summer and offered to meet again however Green Bay Converting declined a second meeting. Evans stated that he had also received complaints from Alderman Sladek and Alderman Sawyer that they have received calls from people complaining about the odors. Robinson read a statement he had received from Alderman Sladek that asked the Committee to support the reduction from three complaints to two complaints.

Evans stated that he had also met with Supervisor Steffen who represents the Village of Howard and he noted that the Village of Howard is also displeased. Johnson stated that he met with the Village last fall and since that point in time they have made a lot of dramatic changes. Evans continued that in the Fall of 2002 he had a conversation with one of Johnson's predecessors, Tim Wolf, as to how to reduce the smell from Animax (now Sanimax) so this is basically ten years old. The memo Evans had from his conversations with Tim Wolf talked about how they were going to reduce the smell by incorporating new biological treatment systems and installing ozone generation equipment, buy tower scrubbers to thoroughly scrub the air and take other measures. Evans acknowledged that this is a difficult situation, but he noted that he has been dealing with these odor issues for ten years now. The issue now is that people in Howard are dealing with it and some other parts of Green Bay are also dealing with it. Evans did not want to wait for something to be done any longer. Evans did appreciate that Sanimax is making attempts to remedy the situation but stated that summer is coming and that makes things more problematic. Evans will be sending a mailer to all of his constituents containing the Board of Health numbers to be used in the event they need to call in odor complaints.

Evans asked Johnson if they currently use any type of masking agent and Johnson stated that they do not. He also responded that he has only had a year in at Sanimax but they have undertaken a number of steps in the past year. Johnson is asking for time to get the technology in place and get it up and running. Evans stated he has been patient for ten years and Johnson acknowledged that at certain times there are challenges with smell but they are working on this problem.

Evans continued that he has talked to people everywhere including some employees of Sanimax who have provided inside information and Evans felt that from this information there is a lack of commitment from the Sanimax organization. Johnson responded that another step they have taken is implementing an odor control task force. As part of this task force, two or three times a day, depending on the season, a

III

person goes out and does a test for odor around the facility and determines what the intensity of the odor is. Johnson continued that they have invested between \$750,000 and \$800,000 on these issues and based on that he would challenge Evans' comment regarding lack of commitment.

Evans stated that this odor problem has caused great frustration and asked John Paul how many other companies have had odor complaints filed against them other than Sanimax. Paul responded that there was one other business.

Robinson asked if assuming there was an ordinance in place that reduced the number of complaints from three to two, how many times Sanimax would have been fined this year and Paul answered none so far this year. Paul continued that as reported at the September, 2012 Human Services meeting, 52 complaints had been filed between January and August of 2012 and had the ordinance been changed this would have resulted in seven citations being issued. Paul continued that for the previous year there would have been seven citations issued. Robinson asked if the majority of complaints come in the summer and Paul responded that they seem to be more generated by the wind and they get the most complaints when there is a north, northwest wind which is more of a winter/spring wind. Summer typically does not have a predominant wind.

Robinson asked Johnson when the Committee could expect this problem to be fixed and Johnson reiterated that the equipment will be going into place in late June and they would need a few weeks to fine tune the equipment and he felt there would be a dramatic improvement by mid-July, although Johnson is not saying that they will never have an odor complaint as there is always the possibility of equipment malfunctions.

Haefs asked what exactly a verified complaint is. Paul stated that when the Health Department is notified of a concern or complaint of an odor issue in the County, they ask the name and address of the potential offending party and they then have an inspector physically go out and verify whether there is an odor or not. This is verified by a four step process. Inspectors go to investigate each odor complaint that is filed.

Evans did not see why the Committee would be opposed to lowering the number of complaints from three to two if Sanimax is taking an honest approach in correcting the problem. He did not see why moving the number of complaints from three to two would be a problem.

La Violette stated that the community has been dealing with an odor issue with Animax and Sanimax for at least 50 years. She will not vote for an ordinance change tonight because she recalled the last time the Committee heard from Johnson they told him the Committee would work with him and give him time. If this was an easy problem to solve La Violette felt the former owners would have solved it, especially since the former owners live in Green Bay. It sounds to her that Sanimax is taking steps to improve the problem and she is more than willing to wait until the end of July to see what happens. She would rather work with area businesses and it makes sense to her that Sanimax is working on this and will have significant improvement by the end of July.

Haefs stated he always likes to go back to the people in his district and he would like to know what his constituents would like him to do. Evans stated that Sanimax is not in his district, although his district is affected by it. Sanimax is in Supervisor Steffen's district however Steffen was not in attendance at the meeting. Evans stated that he has spoken with Supervisors Steffen and Vander Leest as well as Alderman Sladek and they are all in support of reducing the number of complaints from three to two. La Violette stated that she was in favor of reducing the number of complaints as well, but she did not feel that two months after a 50 year problem is going to make that much difference.

Haefs stated that to him a verifiable complaint would be if you have one on Sunday that's verified and one on Tuesday that is verified and one on Friday that is verified, he would view this as three verified

complaints and he asked if there was a time limit on the verified complaints and Paul responded that it was 24 hours.

Hopp told Johnson he wished to make it clear that he trusted what he was saying and felt that Sanimax had good intentions but acknowledged that Johnson was somewhat behind the eight ball because from his research of Sanimax this problem is not unique to Green Bay but actually happens all over the US and in Canada. Hopp wished Johnson luck in combatting this problem but indicated he felt it was an uphill battle within the organization to get this corrected. That being said, Hopp agreed with Evans in that if the corrections are made and the odors do go away, Sanimax would not be affected by the ordinance because they will not be putting out odors and therefore would not be affected. Hopp will support the drop from three to two complaints because if there is not an issue there will be no fine. Hopp stated that if this is done tonight it will go to the May County Board meeting and the ordinance would not be approved until the June meeting. He again wished Johnson luck and indicated that enough is enough and the Committee and Board has to be accountable to the people they represent.

Johnson reminded the Committee that last year Corporation Counsel recommended against dropping the number of complaints from three to two as it was unenforceable by law. On top of that, Johnson mentioned that this was the most restrictive odor ordinance in the State of Wisconsin and further, it was recommended last time Johnson addressed the Committee that the Health Department go back and look at this. The Health Department came back and recommended leaving the odor ordinance as it is. Evans stated that the Board of Health which is the governing body voted to reduce the number of complaints and Evans also spoke with Corporation Counsel on this. Health Department Director Judy Friederichs stated that there was a subsequent meeting of the Board of Health where it was voted to keep as is and it was after Human Services met. Evans said it was more of a discussion than a vote and they said to let the County Board take care of it.

La Violette asked for clarification regarding if the number of complaints is dropped to two and the Health Department goes out and issues a citation, what happens next. Robinson answered that for the first violation there is a fine of \$50 - \$500; the second violation would result in a fine of \$250 - \$1,000 and the third violation within a year would result in a fine of \$1250 - \$2000.

Robinson has several concerns and stated that he is supportive in principle of the idea of going from three to two complaints. He acknowledged that Johnson and Sanimax, at least locally, is trying to fix the problem and is spending quite a bit of money to do so. He noted that last year there could have been six citations issued to Sanimax under the reduced ordinance but the most they would have paid under those circumstances would have been less than \$10,000. He acknowledged that that is a sizeable amount of money but he was not sure that the amount of money for fines will make a great difference, even with charging the maximum fines. Robinson noted that we are already one third of the way through 2013 and there have been no citations. His final concern is that he loathes writing an ordinance that is geared to one company because this affects the entire County. This would seem to him that it would be a one property ordinance but a 40 mile wide ordinance and he has some concerns with this. His inclination would be to put a hard deadline on this for the July Human Services Committee meeting. Robinson also felt that the Committee should also look at the fine structure.

Haefs inquired as to what happens if an odor complaint is made on a Sunday. Evans responded that a sanitarian is called to go out and verify the complaint. Haefs felt that perhaps an abuser fee should be looked at for this. The fine is one thing, but he questioned how much money is spent by sending people out to investigate. The real cost is if you have a verifiable complaint that goes to the Court, what does the County get out of it since most of the fine money goes to the State. The County is not recouping anything and yet the taxpayers are paying for people running out at all hours of the day and week to investigate and that does not make sense to him. Friederichs noted that most of the referrals, particularly related to Sanimax, come in during the work week by adjacent businesses. Haefs reiterated that one of the things

III

that really needs to be looked at is if calls are coming in and the inspectors are constantly going out there and there is an odor, some of those costs should also be recouped. Evans agreed with this as long as the complaints are verified.

La Violette felt a lot of good comments have been made by the Committee and some good questions have been asked. She would like to defer action on this until the July Human Services meeting and at that time she would like to hear that Sanimax has indeed followed through on what they told the Committee they were going to do and she would also like to take time after that to look at writing a good ordinance that covers the issues that were raised.

Robinson stated that he did write to Corporation Counsel regarding some questions and was advised by Juliana Ruenzel that she did not have a great concern in going from three complaints to two. The other issue brought up by Corporation Counsel is that it may be that we can bring this up under a public health nuisance law. The health nuisance law contains verbiage specific to noxious odors. Friederichs stated that in the past what had been done when they revised the ordinance was they tried to realign the ordinance and make it more specific. Robinson was agreeable to using July as a drop dead date.

Hopp stated that he will not support a motion giving Sanimax until July as he felt that if odors were not being given off there would not be a problem. Hopp stated that either the problem gets fixed or things will not be good for Sanimax and it would be in Sanimax's best interest to have something tangible in place by July.

Haefs advised Johnson that this will go before the County Board at its next meeting in May.

Motion made by Supervisor La Violette, seconded by Supervisor Haefs to give Sanimax time to fulfill the commitments made until August and look at the ordinance at that time. *No vote taken.*

Motion amended by Supervisor La Violette, seconded by Supervisor Haefs to give Sanimax until the July Human Services meeting to fulfill the commitments made and look at the ordinance at that time. Vote taken. Ayes: Haefs, Robinson, Evans, La Violette Nay: Hopp. MOTION CARRIED 4 to 1

6. **Director's Report.**

Health Department Director Judy Friederichs reported that there was one item she wished to call the Committee's attention too. She indicated that an influenza virus is being tracked in China known as H7. This virus is avian in origin and is quite severe but is not at the pandemic level at this time. What would make this a pandemic would be if this virus started to easily transmit from person to person but so far there is not evidence that this is easily transmitting. One of the challenges with this virus is that although it is identified as being avian in origin, the birds that have been tested have only shown a very small percentage that are affected and the birds themselves do not appear to be ill. Friederichs continued that this has been an interesting situation to follow and to date there has been about a 20% death rate with this. The most-recent report Friederichs has seen is that there have been about 100 cases and 20+ deaths. Friederichs indicated that they have a network of about 80 healthcare providers of various disciplines that they keep in regular e mail communication with to stay updated on this.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

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Human Services Department

7. Executive Director's Report.

Human Services Executive Director Brian Shoup provided a written Director's Report, a copy of which is attached. He outlined this report for the Committee and wished to add that he appreciated the support he has received from the Human Services Chair in discussions with Representative Nygren about a possible plan B. Shoup continued that if Family Care is not going to expand in the next few years, the next best thing would be to be able to get the people on the waiting list access to long term care services. This would take away both the perception and the reality that having access to long term care no longer depends in Brown County on where you live.

Following the Director's Report, the Committee thanked Shoup for his services.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Proposed Contract & Quality Analyst Position.

Jill Rowland, Contract and Provider Relations Manager and Brian Shoup addressed the Committee on this. Shoup stated the Human Services Department had budgeted for and the Board approved an additional .4 support staff position for 2012 to work with Jill Rowland. Rowland has worked leaner and leaner over the years with fewer staff to help her.

Shoup continued that they have had a contract individual working for them for many, many years and this person, Gary Tilkins, is responsible for the certification of adult family homes. Adult family home facilities are probably one of the most single cost effective methods of care that the County has. Tilkins has indicated a desire to retire on several occasions, however, he has continued on but recently has indicated that he will be retiring effective in July. What they would like to do is alter two positions and use that money to create a position that would continue to certify adult foster homes and would, in addition, assist the Contract and Provider Relations Manager with various tasks.

Rowland stated that Tilkins currently certifies 50 adult family homes and the certifications go throughout the year. In the adult family homes, the consumers move in to an individual home and that is where the care and supervision is provided. If these individuals would have to go into a facility, the rates could be as much as triple what is paid to an adult foster home. Tilkins certifies the homes and trains and mentors and works with case managers to make sure good matches are being made and that compliance is being met. On the contract side of it, they work with Rowland who indicated that there are over 200 contracts every year.

Shoup stated that they would need this to go to Executive Committee and they are asking that the Chair take this to the Executive Committee to have this proposal thoroughly prepared and ready to present in resolution format. Evans asked if this needs to be done by the May Executive Committee meeting and Shoup responded that if it went to the May meeting they would be able to properly recruit and he felt that recruitment could take some time. Shoup stated if the Chair was uncomfortable with this he would understand and he would bring this back and do a formal presentation at the next meeting. Evans questioned if this was a make or break position and indicated he would rather wait another month as he was not sure this was that pressing. Rowland indicated if this was held for a month they may not get the position filled and they would have to look for an outside firm to do certifications until the position was filled.

Robinson asked if under the present schedule they felt they could get the position filled by July and what the significance would be in waiting to fill the position until August. Rowland indicated that the current

person would have everything certified through July. Robinson asked if it would be possible to have Tilkens stay a little longer but Shoup did not think he would be interested in this.

Evans understood where Shoup was coming from, but he really only likes bringing these to the Executive Committee when it is a very large issue. He stated that he would rather wait a month than bring this to the next Executive Committee meeting.

Hopp indicated that the budget impact would be a wash and Rowland indicated that this may actually result in a bit of savings. Hopp did not have a problem having this put through to the Executive Committee at this time.

Haefs stated that he will simply approve this a month from now and for recruitment purposes he would not have a problem pushing this through to the Executive Committee.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette that Human Services Committee supports putting a Contract Quality Analyst position on the Executive Committee agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Financial Report for Community Treatment Center and Community Programs.**

Finance Manager Tim Schmitt stated that end of year results for 2012 are in. Community Programs came in with a surplus of \$2,194,023.19 while the CTC had a deficit of \$595,811.78. A transfer of \$1.6 million dollars was made to the general fund.

Motion made by Supervisor La Violette, seconded by Supervisor Hopp to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Discussion and possible action as to competitive bargaining of salary and compensation for positions in human services department.**

- a. **Closed session: Discussion as to competitive bargaining of salary and compensation for positions in human services department, pursuant to Wis. Stat. § 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**
- b. **Reconvene in open session: Discussion and possible action as to competitive bargaining of salary and compensation for positions in human services department.**

A discussion was held as to whether to have a closed session at this time or if this should be held until the following month. Hopp stated that in light of Director Shoup stepping down he felt it would be better to push this off for a month so they can deal with one person throughout this process.

Haefs stated this issue could be fairly general but he wanted to give a highlight of this item to the Committee because it seemed like it may be somewhat vague. Evans stated that he had worked with Corporation Counsel to get this as a closed session but a lot of things they were thinking about would be discussed in general terms.

Haefs shared his concerns with the Committee and stated that not this last November but the November before he was on the City Council and that is when everything changed with the unions. At both City Council and County Board motions were made for health insurance, retirement and similar things and wages were frozen for employees. Over the years, Haefs history with the unions has always been that consultations were held in closed session as to what can or cannot be done. When November came and it was budget time there was nothing left for any employees and the status quo was maintained. Haefs

continued that he has spent all these years being involved in this and who decides what we do with the employees with regard to wages and benefits and things of that nature. He mentioned that in January, 2013 the healthcare was changed. He wanted to know what Committee made the motion to the County Board that was later voted on. It seems to Haefs that if the health insurance policy is changed, whether it is a decrease or increase of the deductible, the County Board should be involved in this. Shoup recalled that the change in health insurance was done in the budget process. If something is to be changed that affects all of the employees in the County, Haefs feels that the County Board should be involved.

Haefs continued that he was upset with the budget in that the issue of increasing wages was never discussed. The City Council looked at this at the City level and gave their employees an increase. All he is asking the Committee is if they feel they should be involved in these types of discussions at this time or if they should just wait until November and what gets plunked on their desks is what they pass. He noted that motions used to be made that administrative salaries be increased by a certain percentage and that would generate discussions. He also noted that in the past the Board was advised as to what was happening. Haefs stated he will not agree to a budget this year without some sort of raise in compensation for employees because the County has a lot of good employees who do a lot of good work.

Evans stated that this could be handled by putting this item on the Executive Committee agenda but Haefs had concerns with this. He stated that he had talked to Supervisor Erickson who said he would like to see pay increases handled on a merit basis. Normally at this time the Board would be looking forward and someone would be coming forward to let the Board know what kind of additions and/or subtractions with regard to compensation are being looked at. Haefs would like to be involved with this at this time rather than waiting until November and have this pop up at that time. He acknowledged that this is a complicated issue to say the least, but as a business owner himself he cannot believe the employees should go another year without getting some sort of increase.

Robinson agreed that something in terms of increases in compensation should be done and further, that the Board should not wait to get what they get in November. He felt the long term answer was the class and comp study that is being done. He would like to see in a systematic way how this will be addressed but he noted that this study will not be ready in time for the next budget. Robinson wondered if it would make sense to request either this Committee or at the full County Board asking County Executive Streckenbach to let the Board know now what his intentions are with regard to employee salaries so dialogue can begin now rather than simply waiting to get what they get.

Haefs stated in the old days they met frequently with Fred Mohr and Don Vander Kelen to discuss salaries and benefits and the Board was always asked what their thoughts were. That is what Haefs is looking at at this time. He is not in favor of this issue coming for the first time in November, especially since the class and comp study will not be done for the next budget. Haefs will not support another budget that does not provide for some sort of increase in employee salaries. He felt that last year's budget had plenty of room for some sort of salary or wage increase for employees.

La Violette agrees with Haefs and in order to move this discussion forward it would be good to put in a communication to the Executive Committee. She felt this would be a fractured discussion if we need to look at all County employees and probably the most logical place for that discussion to start would be Executive Committee. Haefs stated he would be willing to put in a communication at County Board.

Van Dyck also agrees with the comments made and felt, like La Violette, that the place to have these discussions would be at the Executive Committee as this affects not only Human Services but all County departments. He felt that the time to have these discussions is now so that something can be incorporated into the budget conversations as they take place instead of waiting until October or November. He felt this should be discussed now and he also thought the feelings of the Board should also

be made known in total to the County Executive to say what the Board will support and what the total dollar amount would be.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to hold for one month. *No vote taken.*

Motion made by Supervisor Haefs, seconded by Supervisor La Violette to refer to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Statistical Reports.**
- a. **Monthly Inpatient Data – Community Treatment Center.**
 - b. **Monthly Inpatient Data – Bellin Psychiatric Center.**
 - c. **Child Protection – Child Abuse/Neglect Report.**
 - d. **Monthly Contract Update.**

Motion made by Supervisor La Violette, seconded by Supervisor Hopp to receive and place on file Items 11 a – d. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Request for New Non-Continuous Vendor.**

Motion made by Supervisor Robinson, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Request for New Vendor Contract.**

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Veterans Services:

- 13a. **Discussion with possible action re: Senate Bill 45; see attached minutes from Veterans Recognition Subcommittee for action.**

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Syble Hopp – No agenda items.

Other

14. **Audit of bills.**

Motion made by Supervisor Hopp, seconded by Supervisor Haefs to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Such other Matters as Authorized by Law.**

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to adjourn at 8:12 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

III

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

April 25, 2013

PRESENT: Beth Relich, Lisa Van Donsel, Marvin Rucker, Keith Pamperin, Larry Epstein,
Barbara Robinson, Bill Clancy, Joan Swigert

EXCUSED: Tom Diedrick, Melanie Maczka, Pat Hickey, Donajane Brasch, Steve Daniels

ABSENT: None

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers,
Laurie Ropson, Mary Schlautman, Diana Brown, Denise Misovec, Steve McCarthy

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by those present.

COMMENTS FROM THE PUBLIC: None

THE MEETING WAS CALLED TO ORDER BY VICE CHAIR PAMPERIN AT 8:43 A.M.

ADOPTION OF THE AGENDA: Ms. Van Donsel/Mr. Rucker moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 28, 2013:

Ms. Relich/Mr. Epstein moved to approve the minutes of the regular meeting of March 28, 2013.

MOTION CARRIED.

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF MARCH 2013 FINANCE REPORT: Ms. Bowers reviewed the March 2013 Finance Report.

Mr. Epstein asked for clarification on what is meant by the 11% required match. Ms. Bowers referred board members to page 1, column 3 of the ADRC Summary Report. She used Federal Grant Title IIIB as an example with an adopted budget of \$169,377. She explained that we need to match 11% of that figure as our required contribution for that grant. We are able to do that by using In-kind contributions, private donations, or County Levy. Ms. Bowers indicated that she will provide a Financials 101 session for board members on June 27th in conjunction with the Finance/Executive Committee Meeting. During that session she will review the meaning of line items, what they look like on the expense sheet, and clarify revenue sources.

Ms. Christianson encouraged board members to e-mail either Ms. Bowers or herself, in advance, any questions they might have regarding the financials so they are sure the presentation will meet their needs.

Ms. Christianson announced that a Finance/Executive Committee Meeting will be held at the ADRC on Thursday, June 27th, following the Finance 101 session. The committee will identify targets and priorities before we receive our levy target, expenses, and chargebacks from the County. The Finance/Executive Committee will bring recommendations back to the full board about our budget when we present it in July for approval.

Mr. Pamperin also reminded board members that there was a glossary of terms included in their board packet for their Board of Director's Manual that will also assist them in understanding the financial presentation.

Sup. Clancy/Ms. Swigert moved to approve and place on file the March, 2013 Finance Report.
MOTION CARRIED.

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Ms. Bowers reviewed the March, 2013 Restricted Donations of \$625.

Ms. Van Donsel/Mr. Rucker moved to approve the March 2013 Restricted Donations.

STAFF REPORT BY MARY SCHLAUTMAN, INFORMATION & ASSISTANCE TEAM LEAD:

Ms. Schlautman introduced herself to those present and gave a brief update on the Information and Assistance (I&A) Unit. The I&A Unit plays an important role in developing and carrying out the goals of the ADRC's 3-Year Aging Unit Plan in the areas of home and community bases services, Alzheimer's Disease and related dementias, and in the Family Care Support area. She highlighted their role with Options Counseling, assessing for benefits for Long Term Care Funding, and their work with Memory Care Screenings. The individual memory screenings and outreach events have been well received. I&A Staff have a goal of completing 240 memory screens by December of 2015. Ms. Schlautman discussed outreach activities with Special Education Teachers in schools including topics on things like guardianships, applying for Social Security Disability, the role of a Disability Benefit Specialist and the importance of having a Power of Attorney for Health Care. They are also involved in outreach to nursing home residents and social workers to educate them on the role of the ADRC in relocating individuals to the community. In summary, Ms. Schlautman commented on the increased complexities of today's consumers, their need for multiple resources, and the challenges of balancing the ADRC's role in short-term case management.

Ms. Schlautman also announced that the ADRC will be partnering with the United Way on **"A Day of Action"** Project on June 21st. This project was born out of an exercise of examining unmet needs in our community. They hope to recruit private companies and community members who will adopt a project of minor home repairs either by doing the work or funding it. The ADRC's role will be to identify those eligible for this pilot project.

Ms. Schlautman went on to explain other projects we are participating in, Time Banking and NeighborCARE projects. The survey part of Time Banking has been completed and it is moving into the pilot stage. The Oak Grove Neighborhood Association is interested in pursuing this and has submitted a proposal for grand funding.

Ms. Christianson explained that she is involved with the NeighborCARE Project, which is a collaborative project with Brown, Outagamie, Winnebago ADRCs and Goodwill. The goal of the program is to help support and reduce isolation of rural older adults with grant funding through the Community Foundations. This project will coordinate with our, recently added, Rural Outreach Position. Mr. Slusarek, our Rural Outreach Coordinator, is building a volunteer base by contacting community groups and older people in the Denmark area to find out what their needs are and what they would like to be engaged in. The NeighborCARE Project Grant will be used to hire a coordinator position that will use a model of asset assessments and apply the model to communities in each of the three counties. We hope to expand to other Brown County Communities but will start in Denmark. The Coordinator and Mr. Slusarek will also be able to use Time Banking in this project as a way to fill the gaps.

Mr. Pamperin asked if the I&A Unit receives much interaction from N.E.W. Shelter? Ms. Schlautman's response was that we do engage in a lot of communication, coordination and referrals with both N.E.W. Shelter and St. John's. N.E.W. Community Shelter has a Path Coordinator who does assist. The ADRC also has a staff member who sits on the Homeless and Housing Coalition.

ADRC CONFERENCE AND ADRC OPEN HOUSE: Ms. Christianson noted that the Full Conference Agenda for the ADRC Conference was included in the board packet. She stated that we are very honored that the conference is being held in Green Bay giving us an opportunity to showcase what we're doing here at the ADRC of Brown County. We want to show other ADRCs how you can combine an Aging Unit and an Aging & Disability Resource Center into something really powerful. Ms.

Christianson and several staff will also be presenting at the conference. Ms. Christianson encouraged board members to attend the Pre-Conference Intensive – ADRC Governing Board and Director Seminar on Monday, May 13th as well as any other sessions they are interested in. This will be a great opportunity to meet board members from other counties. Board Members were informed that the Pre-Conference Intensive is a free session and the ADRC will pay for any other sessions they may be interested in attending. All registrations must be completed electronically and board members were instructed to submit any registration s requiring payment to Ms. Bowers or Ms. Christianson.

Ms. Christianson highlighted the flyer for the ADRC Open House we will be hosting from 5:00 – 7:00 p.m. on Monday, May 13th and invited board members to attend. Any board members wishing to volunteer should contact Ms. Christianson.

Ms. Robinson mentioned that there are still rooms available at the Astor House if we hear of anyone looking for accommodations.

Ms. Christianson also noted that May is also Older American's Month and the theme this year is "*Unleashing the Power of Age*". We are having a PowerHouse Event which will include stations and booths referring to, things like the power of information, the power of wellness, the power of education, and the power of knowing how to keep yourself safe, etc. Board Members were also invited to attend the PowerHouse Event on Thursday, May 16th, from 8:30 a.m. to 1:00 p.m.

N.E.W. CURATIVE REPORT: Ms. Brown, N.E.W. Curative's Vice President for Program Services, welcomed everyone to Curative and invited them to stay for the planned tour following the meeting. Ms. Brown began her presentation by thanking the board for their support of N.E.W. Curative over the years. Today the ADRC is supporting Curative in the areas of the Adult Day Care Programs, transportation, and nutrition at a level of \$575,000 a year. Ms. Brown distributed handouts and shared updates on their Adult Day Care Programs, Insiders 1, Insiders II, their In-House Day Program, the Cloud Family Care Center along with information on their Elder Hmong Program, and Mind Movers, an early memory loss program. Ms. Brown noted that in the past Curative has operated on a donation basis; however, in January they implemented a fee for service model of operation and are currently charging a fee of \$6 an hour. 31 people out of 120 have requested an adjusted fee. Ms. Robinson asked if they received a lot of resistance with the fee for service model. Ms. Misovec reported that they received about 8 calls mainly inquiring about what was happening. Ms. Robinson inquired if they provide to families a breakdown of what quality of service their clients will receive for their \$6 an hour opposed to making another choice. Ms. Brown noted that they have done a price comparison to show clients the differences between services. Their outcomes have been positive and the average length of stay in the dementia programs is a little over two years; which when you compare that to nursing home costs, can be very significant.

FAMILY CARE UPDATES: Ms. Christianson noted that she, along with Ms. Swigert, Ms. Robinson, and Ms. Van Donsel, testified on Family Care to the Joint Finance Committee at Lambeau. Ms. Swigert mentioned that she was there for the entire time and she felt that Family Care was well represented. The budget has not been presented yet so there is still that opportunity to send notes and letters to legislators. Ms. Christianson announced that Brian Shoup, who was Brown County's Director of Human Services, has left the county in the last couple of weeks and has been appointed the Administrator for the Division of Long Term Support. Mr. Shoup has been supportive of Family Care but has been very low key over the past few months. Ms. Robinson asked where Mr. Shoup comes from. Ms. Christianson noted that prior to that he ran a mental health counseling clinic out of Marquette University and prior to that he has been in private business. The Communities Program Director, Jeremy Krall, has been appointed the interim Director and originally comes from the Green Lake, Marquette area.

DIRECTOR'S REPORT: No report.

LEGISLATIVE UPDATES: Ms. Christianson will send out time sensitive updates as she receives them.

ANNOUNCEMENTS: The following announcements were made:

- Ms. Christianson reported that we haven't received any hard numbers on the impact of the sequestration on our Nutrition Program. Ms. Van Donsel noted that she spoke to the Joint Finance at the end of the day and one of the representatives came up to her and asked if homebound meals will be at risk and she referred the gentleman to Ms. Christianson at the ADRC. Ms. Christianson shared concerns that the Older Americans Act has not been reauthorized yet and the sequestration's impact is yet to be known. In addition many counties have seen a shift in their aging demographics as reported by the 2010 census. As a result, 52 of Wisconsin's 72 counties will see a decrease in Older Americans Act Funds. Brown County has realized an increase in the aging population, people in poverty and minorities. Hence, Brown's allocation is not expected to be reduced. Brown County will see a reduction due to the sequestration, particularly in the area of nutrition.
- Ms. Van Donsel announced that 4:00 – 7:00 tonight the Democratic Party is hosting a hearing at the Bordini Center at Fox Valley Tech about the Governor's budget and Family Care. She intends to testify regarding the Wisconsin Health Initiative, Badger Care, and Family Care.
- Ms. Christianson announced that she is part of the Asera Care Hospice Foundation Committee that is holding its second annual dove release at Heritage Hill on June 11th. She distributed announcements and noted that this is a free service and people are encouraged to submit the names of those who they have lost in the last years. Those names are read off as each dove is released. It is very powerful and everyone is welcome to attend.

NEXT MEETING – May 23, 2013: The next meeting will be held on Thursday, May 23, 2013 at the ADRC.

ADJOURN: Ms. Van Donsel/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:12 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE BOARD OF HEALTH MEETING
Tuesday, November 13, 2012
5:00 PM

Present: Don Murray, Joe VanDeurzen, Audrey Murphy, J. Tibbetts,
MD, Harold Pfothenauer

Excused: Patricia Bacelis-Leon

Staff Present: Judy Friederichs, John Paul

Guests Present: Ryan Krumrie, 4432 Indian Trail; Steve Deslauriers, Brown
County Citizens for Responsible Wind Energy (BCCRWE);
Barb VandenBoogart (BCCRWE); Tony Loretz, Sanimax;
Scott Stein, Leonard & Finco

1. CALL TO ORDER AND INTRODUCTIONS

Staff and guests introduced themselves.

2. APPROVAL / MODIFICATION OF THE AGENDA

To approve the revised agenda: Van Deurzen / Tibbetts

MOTION CARRIED

3. APPROVAL OF MINUTES OF September 11, 2012

To receive and place on file: Van Deurzen / Tibbetts

MOTION CARRIED

4. REQUEST FROM HUMAN SERVICES COMMITTEE REQUESTING
REVIEW OF DIFFERENT OPTIONS, TOOLS AND AVENUES OF
ACTION (REGARDING ODOR ENFORCEMENT)

Audrey stated that the Human Services Committee did not agree with changes to the ordinance recommended by the Board of Health. The committee asked that a report be presented at their next meeting regarding what has been done to address the problem so far and what strategies might be tried in the future.

John Paul said that he has surveyed other local health departments regarding nuisance ordinances in their jurisdictions. Fines for ordinance violations are between \$5 and \$500. As far as John can tell, Brown County is the only jurisdiction that has progressive fines for nuisance ordinance violations. Only one of the ten departments that he surveyed has a specific odor ordinance. Craig Kratcha found a zoning ordinance that referenced odor, but John did not feel that zoning has anything to do with the current issues being discussed in Brown County.

Dr. Tibbetts confirmed with John that if the number of verifiable complaints in the ordinance were reduced from 3 to 2, there would have been 7 citations issued. As it stands, there were no citations in 2012.

Don Murray asked John if staff communicate with the company between the second and third complaint. John said that staff communicate with the company following every complaint.

Judy said that Corporation Counsel Ruenzel stated that the reduction in verifiable complaints needed for a citation may not be strong enough to hold up to a court challenge. Joe Van Deurzen asked if the Brown County ordinance is the strongest in the state. John said that, from a fine standpoint, the Brown County ordinance is the strongest – but the language in most of the ordinances he has reviewed is very similar. Joe asked if John had reviewed any ordinances from major metropolitan areas. John said that he has read Milwaukee's ordinance.

Audrey said that she feels that the county already has an ordinance in place that, along with enforcement by Health Department staff, addresses this issue. Joe further commented that there isn't a machine that measures the level of odor, which makes any ordinance harder to enforce. He commented that companies have spent a considerable amount of money to address the odor problem and asked John if they are now using the best technology available or whether there are further options to try.

John said that his staff has developed relationships with the management of all of the plants that the department has received complaints on. They have made a considerable effort and have been cooperative when dealing with BCHD staff.

Audrey asked if Judy had any thoughts on the response requested by the Human Services Committee. Judy said that she had talked to Supervisor Evans and said that it was hard to get her hands around the request. He told her that he recommended just appearing before the committee and giving an overview of what is being done now and what has been done in the past.

MOTION: To stand by the existing ordinance. Van Deurzen / Tibbetts

MOTION CARRIED

MOTION: To depart from the regular order of business.

Tibbetts / Van Deurzen

MOTION CARRIED

Joe asked Tony Loretz what Sanimax has spent in the last two years on odor control. Tony said that they have spent \$1.8 million on odor issues, which was included in \$10 million in expenses to improve equipment reliability. They plan to make every effort this winter to study the issue and find ways to reduce the problem next summer. Audrey asked if Sanimax employs scrubbers and whether more scrubbers might be added in the future. Tony said that they do have scrubbers and that the capacity of those scrubbers is sufficient to meet future needs. In the company's budgeting, odor is a top priority for 2013.

Judy asked Tony about measurements that a consultant is taking for them. Tony said that they have been able to make several adjustments to their process as a result of those measurements. They are going to continue testing throughout the winter months and adjust as needed.

MOTION: To return to the regular order of business.

Van Deurzen / Tibbetts

MOTION CARRIED

5. ODOR COMPLAINTS

John reported two complaints on different days in the last two months on Sanimax. One was a verifiable complaint from Green Bay Converting; the other was a call from Sanimax indicating an equipment problem. John verified that complaint himself.

6. REVISIT ACTION AT SEPTEMBER MEETING RELATING TO WIND TURBINE ZONING AND HEALTH ISSUE INFORMATION

Audrey reminded board members of the motion made at the last meeting to address the zoning implications of wind turbine zoning and to provide information to municipalities regarding possible health effects of wind turbines.

Audrey checked into the zoning issue and has concluded that local municipalities cannot use zoning to prevent wind turbines in their

community. Regarding the information for municipalities regarding health effects, Dr. Tibbetts stated that the BCCWE plans to provide information to neighboring municipalities.

Joe stated that he still questions whether municipalities would be able to control construction through zoning. He asked how the issue of karst features prevented further construction a few years ago. Audrey stated that the company ultimately withdrew their application.

6a. REQUEST FOR STATE FUNDING FOR LOW-FREQUENCY NOISE MEASUREMENT ON BEHALF OF INDIVIDUALS IN THE SHIRLEY WIND PROJECT WHO ARE EXPERIENCING ADVERSE HEALTH EFFECTS

MOTION: To depart from the regular order of business so that the public can be heard.
Tibbetts / Van Deurzen

MOTION CARRIED

Steve Deslauriers said that Act 40 did take away local control of construction of wind turbines but it also requires that the state protect the health of citizens. He feels that the PSC has not met this requirement and is currently moving quickly to approve construction of a new turbine project. He stated that the PSC acknowledges that low-frequency noise is a concern but are not addressing the problem for people who are already located near turbines. The BCCRWE is not saying that low-frequency noise is the cause of the health problems people are experiencing, but there is a definite correlation between the noise and the symptoms. They are now requesting that the Brown County Board of Health be the objective entity that facilitates the low-frequency noise study that is being planned. He presented a proposed ordinance to that effect to the board and noted that the PSC should be asked to fully fund the study since the local community does not have the means.

Barbara VandenBoogart said that an expert from Clean Energy (the group that is in support of developing the new project) said that a project with the same conditions as those in Glenmore could produce the same health effects for the local population as have been reported in Glenmore.

Joe asked if the Board of Health would have the expertise to oversee such a study. Judy said that she is not sure that the board would have the authority to choose a company outside of the approved purchasing process, which is geared toward accepting the lowest bid. Barbara said that there are a limited number of experts available to do this testing and at least one of them has a strong connection to wind companies and may not be un-biased. Joe agreed that a government entity is required to

accept the lowest bid in most cases – so there may be another entity that would be more suited to this issue.

Steve suggested that there may be another way for the Board of Health to be involved in the process without overseeing it. Barbara asked that the Board send a letter to the PSC and include affidavits from those who have been affected by the Glenmore project. Steve said that this information would need to come from a government entity to be considered by the PSC.

Joe said that he supports a strongly-worded letter sent by registered mail with the affidavits.

Steve said that he is in support of this but is concerned that other communications from the board sent in the past have received no response. Barbara said that she would encourage that the letter include much of the body of the proposed resolution and should be sent to the Governor's office in addition to the PSC.

Joe asked if the issue of shadow-flicker should be included with this letter. Audrey, Dr. Tibbetts and Judy said that they think this issue is important but should be addressed separately at a later date.

Audrey asked who was asking the questions to the people whose affidavits were included in the packet sent to her by BCCRWE. Steve said that these were collected by attorneys when the PSC was deliberating over approval of the Highland Wind Project.

Audrey said that she wondered why the PSC was so concerned about approving this project since the state has met its renewable energy quota. Steve said that the state has met its quota, but it receives a large amount of shared revenue for the energy produced. He believes that the electricity will be sold to a neighboring state.

Don asked if Steve was aware of any communities that report success with wind projects. Steve said that projects in areas of lower population seem to have fewer problems. He said that projects like Shirley Wind affect so few people that they are considered collateral damage.

MOTION: To return to the regular order of business.

Van Deurzen / Pfothenauer

MOTION CARRIED

6b. EXPLORE LOW-FREQUENCY NOISE ORDINANCE

Dr. Tibbetts said that this has been discussed in previous meetings. Because of the problems reported by Glenmore residence and possible future projects, it would behoove the board to act on creating an ordinance. If the ordinance is in effect, the board can require an impact study before a project is approved.

Joe asked if the existing nuisance ordinance can be revised to include low-frequency noise. Dr. Tibbetts said that this is what he was suggesting and that an expert such as Rick James be employed to help draft the ordinance. He further said that the ordinance should be for any low-frequency noise and not just noise that is produced by wind turbines. Audrey asked if the budget would allow for hiring a consultant. Judy said that she does not know what the cost would be but the budget is pretty tight. Audrey, Dr. Tibbetts and Joe said that the first step should be to find out if Mr. James is available and what his fee would be.

Don asked if an ordinance such as this would be affected by the same rules that a zoning ordinance would be, in that it could not supersede PSC rule 128. Dr. Tibbetts said that Calumet County has already done this and it appears that this is not covered by PSC 128.

Dr. Tibbetts said that there is a gentleman who just moved into a new house in Suamico near a cheese factory and had Wind Turbine Syndrome the first night. He was taken to the Ehrfurth residence and experienced the same symptoms within 20 minutes. This indicates that low-frequency noise is not just an issue of wind turbines. Steve said that, even if this ordinance would not be enforceable for wind turbines due to PSC 128, it would be a message to developers that local municipalities are attempting to protect the health of their residents. He also said that a lawsuit in court right now could result in PSC 128 being thrown out, in which case the low-frequency noise ordinance would immediately be in effect for turbines.

MOTION: To place this on the next meeting's agenda the exploration of a low-frequency noise ordinance along with a report from Dr. Tibbetts regarding the possibility of using Mr. James to help develop the ordinance and the cost.

Van Deurzen / Tibbetts

MOTION CARRIED

7. UPDATE ON STATUS OF 2013 BUDGET

Judy said that the budget was approved by both the Human Services committee and the full County Board with no changes. Dr. Tibbetts asked

if the vision and hearing screening program was still included. Judy said that it is. The County Executive signed the budget with one veto related to a car in the Sheriff's budget.

8. CORRESPONDENCE RECEIVED

Audrey said that the letter from Sandy Johnson included in the meeting packet was very well written.

Judy also mentioned the low-frequency noise study that was sent separately to board members.

9. DIRECTOR'S REPORT

Judy reported that Jean Vang is a new Public Health Nurse that started on November 12th. Jean replaces a nurse who left the department to work for Green Bay Public Schools.

The sanitarians are moving toward the HealthSpace program for electronic inspections. Staff will now be able to sort data more quickly and easily and generate reports required by the state.

A LEAN project was completed by Environmental and Clerical staff along with Information Services and three LEAN facilitators. This project looked at the process of licensing new establishments. At the end the group left with a list of assignments to complete within a specified series of time.

The city of De Pere is again exploring the possibility of consolidating their health department with Brown County's following the loss of their Health Officer and Sanitarian. They had requested that BCHD contract with them to provide a sanitarian for 20 hours a week. Judy informed them that Brown County does not have staff to spare for such an agreement.

Judy said that staff are working on a variety of contracts for things such as immunization billing to HMOs; regional trauma preparedness; local preparedness services (Kewaunee County); Childhood Lead Poisoning services (Marinette and Oconto Counties).

Brown County's Risk Management department is reviewing HIPAA compliance policies and procedures and has gathered a variety of information from the Health Department regarding records stored on paper and electronically.

Judy reported that she is back to work full-time after her medical leave.

Communicable Disease Report:

Staff are following up with close contacts to a case of active TB in Sheboygan. They are working with a consultant in Texas regarding recommended follow-up specifically for young children.

A multiple-drug-resistant case of TB that staff have been working with continues to struggle with side-effects of medications. This person has been on a particularly long course of treatment but staff are optimistic.

Two family members with Rifampin-resistant TB will complete their treatment in March and April of 2013.

A report of suspected acute Hepatitis A was recently reported.

A suspected foodborne outbreak related to two different birthday parties at an establishment was later determined to be an outbreak of Norovirus.

Fewer cases of Pertussis were reported since the last board meeting. There were a total of nine cases reported in September and October with no hospitalizations.

10. ALL OTHER BUSINESS AUTHORIZED BY LAW

Audrey said that she would work with Judy and Dr. Tibbetts to draft the letter to the PSC, etc. regarding the low-frequency noise study. Don stated that it is important to point out to the state that they have a burden to bear regarding the health of its citizens. Dr. Tibbetts said that he has the materials that need to be included with the letter.

11. ADJOURNMENT / NEXT MEETING JANUARY 8, 2012

MOTION: To adjourn at 7:05 PM

Tibbetts / Murray

MOTION CARRIED

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, April 23, 2013

Board Members Present: K. Gustman, S. King, B. Clancy

Board Members Excused: J. Mitchell

Also Present: B. Natelle, A. Nizzia, J. Skenadore

1. Call to order – 4:10 p.m. – K. Gustman.
2. Action Item: Approval of Board Minutes March 26, 2013: S. King moved to approve the minutes of the March 26, 2013 Board meeting. B. Clancy seconded the motion. Motion carried.
3. Action Item: Correspondence: None.
4. Action Item: Approval of Agenda: B. Clancy moved to approve the agenda as presented. S. King seconded the motion. Motion carried.
5. Action Item: Donations: Megan and Patty Steinhofers donated the frosting and volunteered their time to personalize the Seroogy eggs that were sold by the Parent Organization.

Kristin Brassil and family donated \$525 to Jenny Morrissey's classroom and \$525 for Hopp needs in memory of Kristin's father Wilber Arch.

John Krause donated a walker and gait belt.

U.S. Venture/Schmidt Family Foundation donated \$200 in recognition of Chris Zabel, a U.S. Venture Associate, for his volunteerism.

Mary Kerkhoff donated an electric typewriter for a classroom.

Eight students and one instructor from Notre Dame Academy volunteered at Hopp to help our custodian with a variety of projects around the school.

The De Pere Park and Rec Department donated 144 plastic eggs with Starburst jellybeans.

SUPERVALU donated two \$250 gift certificates toward food for the student week long trip to Wisconsin Lion's Camp.

Rob and Carol Gezella of Cropsey's bar donated \$10, 281 for the purchase of Tap-It technology.

De Pere Christian Outreach donated a check for \$20,000 which will be used for technology and student needs. They have also donated white t-shirts for camp and children's undergarments.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, APRIL 23, 2013:

Brian and Karen Goethe of Karen's Pub held a Pool Tournament with the proceeds of \$580 donated to Karen Klister's classroom.

Mary Brick donated \$20 in memory of John Natelle's mother.

Denmark Lions Club donated \$500 toward food expenses at Wisconsin Lions Camp.

Jeff & Beverly Lee, John and Beryl Gunderson, and Jim and Beth Peyton donated \$60 for Hopp needs in memory of Linda Kemper.

Aurora Health Care Employee Partnership 2012 Campaign donated \$301.56 on behalf of Dr. P. Lane Goolsby and Leah Warpinski.

S. King moved to thank these generous donors. B. Clancy seconded the motion. Motion carried.

6. Action Item: Financial Report: The financial reports for March were presented to the Board. B. Clancy moved to accept and place on file the financial reports ending March 31, 2013. S. King seconded the motion. Motion carried.

7. Action Item: Administrators Report

- a. J. Skenadore reviewed with the Board that the De Pere Fire Department completed a fire inspection of the building and we passed. Simplex-Grinnell completed the quarterly inspection of the sprinkler systems. April 3rd CEC worked on our amplifier and speaker system so that it would transmit clearer in the new section of our building. They added two additional speakers and replaced one that was not working.
- b. A. Nizzia reported that the school received two wonderful donations that will be used for technology. Cropsey's Bar donated \$10,281 to be used toward the purchase of a Tap-It which is a mobile piece of technology that can be moved to different rooms. The De Pere Christian Outreach surprised us once again with the donation of \$20,000. This will be used to purchase additional Smart Boards and other forms of technology for student use.
- c. A. Nizzia reported that there will be a preliminary camp meeting for staff on Wednesday, April 24th. Schedules for the campers will be discussed along with cabin assignments and weekly activities. There will be two camps held during the week of May 20th i.e. Lions Camp and Hopp Camp with the later being held at Hopp School.
- d. The Syble Hopp Graduation ceremony will be held on Tuesday, May 7th.

B. Clancy moved to approve the Administrator's report. S. King seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, APRIL 23, 2013:

8. Action Item: Parent Organization: The parents have finished their Seroogy egg sale with a little smaller profit this year. The last cases of nuts were sold and at discount this year, however, the sale is now completed. Parents are organizing the Dash for a Splash 5K walk/run for September. Parents are currently selling Mr. Jerry's T-shirts and other items with the parent organization receiving a 40% profit on sales. B. Clancy moved to accept and place the Parent Organization report on file. S. King seconded the motion. Motion carried.
9. Action Item: Payment of Bills: S. King moved to pay the bills totaling \$350,622.88 for the month ending March, 2013. B. Clancy seconded the motion. Motion carried.
10. Action Item: Collaborative Agreement with Head Start: Tabled.
11. Resignations: B. Natelle read a letter from Barb Louis who is retiring from her position of Instructional Aide at the end of the school year. Barb has worked for Brown County for 13 years. S. King moved to accept Barb Louis' retirement and thank her for her years of service. B. Clancy seconded the motion. Motion carried.

B. Natelle read a letter from Laurie Palm who is resigning her position as a Teacher as of June 12, 2013. B. Clancy moved to accept Laurie Palm's resignation. S. King seconded the motion. Motion carried.
12. Hire for existing position of Director of Special Education /Program Support: B. Natelle presented Laurie Palm for the position of Director of Special Education/Program Support vacancy to begin July 1st. S. King moved to accept Laurie Palm for the position of Director of Special Education/Program Support position. B. Clancy seconded the motion. Motion carried.
13. Adjournment to Executive Session: The board will move to executive session and reconvene to open session as allowed by WI stats 19.85 (1)(c)(e)(f)(i) to discuss teacher evaluations and staff requests. B. Clancy moved to executive session as allowed by WI Stats 19.85(1)(c)(f)(e)(i) to discuss teacher evaluations and staff requests. S. King seconded the motion. Motion carried.
14. Action Item: Staff Request: None.
15. Adjournment: S. King moved to adjourn the meeting at 4:45 p.m. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, May 9, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Helen Smits, Bill Clancy, Paula Laundrie, Craig Huxford, Carole Andrews,
Susan Hyland, JoAnn Grashberger

Excused: John Van Dyck

Also

Present: Brian Shoup, Executive Director
Mary Johnson, Hospital & Nursing Home Administrator
Jeremy Kral, Director of Community Programs
Tim Schmitt, Finance Manager
Jim Hermans, Child Protection & Juvenile Justice Manager
Jill Rowland, Contract & Provider Relations Manager
Ian Agar, Long Term Care Manager
Kathy DeNiel, Director of Nursing/Bayshore Village
Mark Johnson, Social Services/Rehab Manager
Meghann Reetz, Nutritional Services Manager
Tricia Drake, Assistant Director of Nursing
Jed Berndt, Director of Nursing/Nicolet
Justine Koschkee, Behavioral Health Supervisor
Genevieve Willemon, Office Manager
Mary Hansen, Social Worker Supervisor
Debbie Miller, Social Worker
Lisa Smits, Social Worker
Luanne Reed, RN
Darwin Gaster, IS Programmer

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:30 pm.
2. **Approve/Modify Agenda:**
ANDREWS/LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of April 11, 2013 Human Services Board Meeting:**
GRASCHBERGER/HYLAND moved to approve the minutes dated April 11, 2013.
The motion was passed unanimously.
4. **Public Hearing 2014 Budget**
The Public Hearing was open and no members of the public participated or offered comments. There is no testimony documented.

5. Executive Director's Report

Brian Shoup, Executive Director, gave his director's report.

Proposed Anti-Fraud Legislation

- Shoup reported that a joint press conference was held this past Monday by County Executive Streckenbach, the office of the Sheriff, Human Services and three legislators – Reps Genrich, Weininger and Jacque – that would reimburse counties for 20% of any future savings that anti-fraud efforts produce in areas of Child Care, Medicaid and FoodShare.

Family Care Update

- Shoup stated that it doesn't appear that there will be sufficient support in the legislature to expand Family Care this biennium. DHS is working on a sustainability plan for Family Care. It's likely that completion of a viable plan will allow for Family Care to expand into Northeast WI next biennium.

2014 Human Services Budget Work

- HS Management will present its 2014 budget recommendations to this board in August for its consideration and action. The board's budget action will then be forwarded to the county executive and his proposed budget will then go through the HS Committee in October and ultimately to the County Board in November. Our proposed budget initiatives will likely include the re-design of the Nicolet Psychiatric Center and the integration of our adult mental health clinic with our psychiatric hospital. This integration is overdue and our plan is to use the name "Nicolet Psychiatric Center" to include a full continuum of care.

Q: Citizen Board Member Laundrie asked if the clinic would still be adult-oriented or would we serve children as well.

A: Shoup stated it would be adult oriented since we have created the CABHU (Children & Adolescent Behavioral Health Unit) under the Community Programs division at the Sophie Beaumont location.

Patient Protection and Affordable Care Act

- With the expansion of Medicaid coverage that includes childless adults up to 100% of the federal poverty level, WI DHS will be contracting with the 10 ES consortia around the state to provide eligibility determination services. This is a state mandate. We anticipate the need to hire 12-14 additional staff during the third quarter this year. The annual impact of this will occur in 2014. These costs will be covered by DHS funds.
- Kral added that at this time, the state is predicted there will be a reduction of 99,000 of parents with dependent children and an increase of 90,000 adult consumers below the poverty line. This will actually cause an increase of state spending on the Medicaid program. As far as our Economic Support coverage, we are going to ask the HS Committee to increase our workers from 37.5 to 40 hours a week in order to have fewer personnel with adequate coverage.

- Shoup expressed to the board that the 100% poverty level is approximately \$11,400/year for a single person. Anyone making up that or less will now have access to healthcare.
- Shoup reminded the board that his last day will be on May 17 and he starts his new position the following Monday. Troy has appointed Jeremy Kral as interim Executive Director. Leadership of HS will be in capable hands. We hired him as director of our community programs division last July as a key part of our succession planning that our county executive was requiring of the larger departments.
- Shoup stated the following: "I can't express enough what a privilege it's been to have been given this position for the past three and a half years, which has allowed me the pleasure of serving under this board of dedicated county supervisors and citizen advocates. Nothing I've ever done in my entire career has matched the fulfillment I've had here in Brown County. I've been given a stellar leadership team, dedicated employees, two highly committed and supportive county executives and a strong Human Services Committee. It has all been my good fortune."

Chairman Lund wanted to mention a few words on behalf of the Board. Lund stated he was part of the interview process for Shoup. Shoup is on top of things, is an innovator and has been great communicating issues to the board. He has done a great job over the last three and a half years and our loss is the state's gain.

- Shoup stated it has been a privilege to work with this board and under Tom's chairmanship. He has enjoyed working with the board to improve services here. It is great to have the kind of advocacy for our clients that this board has provided.
- Shoup stated that there will be no lapse in leadership with Kral taking over and the board can expect great things.
- Kral stated that there has been incredible leadership throughout the department over the last several years with Shoup & Johnson. Both have been honored tonight and will be sorely missed as they were tremendous administrators. It is humbling to be able to carry on the legacy in the future.

Citizen Board Member Laundrie presented Shoup with a gift on behalf of the HS Board.

LAUNDRIE/HYLAND moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

- Schmitt reported the financial results through March. For the first three months of the year, both Community Programs and the Community Treatment Center are on budget. For both divisions, we are on track with revenues lagging a little behind expenses but that is normal this time of year. We do not anticipate any major operational issues that are going to negatively affect financials through the end of the year.

HUXFORD/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Request for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, June 13, 2013
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

CLANCY/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:03 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, April 16, 2013 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Bernie Erickson, Rosemary Desisles, Carl Soderburg, Delores Pierce, Duane Pierce, Jim Haskins, John Walschinski, Joe Witkowski, Ed Koslowski
EXCUSED: Sherry Steenbock

****Running Total of Veterans' Certificates: 1427**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DELORES PIERCE TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of March 19, 2013.

The following modifications were made to the minutes:

- In Number 7, DVA should be VBA;
- In Number 8, under Donald Bettine's report, the Memorial Day Ceremony will take place at 5:00 p.m.;
- In Number 9, the word *Mountain* should replace *Mounting*.

A MOTION WAS MADE BY DUANE PIERCE, SECONDED BY ROSEMARY DESISLES TO APPROVE AS MODIFIED. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

5. Brown County Fair – 2013 Veterans Appreciation Day Discussion.

Ed Koslowski of the Meet and Greet Committee indicated that he has received notice that there will be some military vehicles available for display and there was a request that the vehicles be roped off. Koslowski did not think would be a problem and he will speak with Steve Corrigan about this. Erickson stated that his assumption was that the veterans' tent would be on the far west end on the grass near the road. This will be a good location as it is away from the fair noise and will provide a much shorter distance for elderly people to get to the area and there is plenty of room for the military vehicles. Erickson suggested that the area be roped off early in the morning to prevent people from parking where they should not before the event.

Koslowski also stated that he has sent the Vietnam Vets an e-mail but has not heard back from them yet about the 50th Anniversary that was discussed at last month's meeting and them doing the honor guard. Koslowski is thinking it would work out if they post the colors and then do a memorial service with taps and a rifle squad followed by Rolling Thunder's table ceremony. Koslowski also stated that he will have his first meeting with the veterans groups who plan to participate in the fair on April 18 at 7:00 p.m. at the VFW in Howard and these meetings will continue on the third Thursday of each month through July. Koslowski concluded by stating that he will be sending out the first letter to all groups in late April or early May.

Carl Soderburg asked what the procedure to obtain tickets to this event was and Erickson explained where and how tickets can be obtained. It was also noted that the VA Clinic should be opening prior to the fair and perhaps tickets should be made available there as well.

6. Discussion re: Commemorative Partner Program for 50th Anniversary of Vietnam War with possible action.

Erickson stated that the Neville Public Museum will be putting together an exhibit in commemoration of the Vietnam War and this will be a free exhibit for veterans and their families. Erickson asked that if anyone has any items they could loan to the museum for the exhibit they could contact Rolf Johnson at the museum at 448-7843.

7. Discussion re: Identification of Veterans on Drivers Licenses.

Erickson provided changes that have been proposed to this resolution, a copy of which is attached. Line 10 of the resolution will have the language "or a County Veteran's Service Officer" added following the word *affairs*. In addition, Sections 4, 5 and 6 will be deleted from the resolution.

Erickson indicated that this resolution came from a committee last week and it is currently moving its way up the ladder to be passed. If this Subcommittee agrees to the changes, the process would be that this be passed by this Subcommittee and then move on to the Human Services Committee and then on to the full County Board. Upon approval by the full County Board, this will then be sent to Madison.

MOTION MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO APPROVE AS AMENDED BY THE STATE AND MOVE ON TO HUMAN SERVICES COMMITTEE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

8. Report from CVSO Jerry Polus.

Jerry Polus was not in attendance and therefore there was no report.

9. Report from Committee Members Present (Erickson, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski)

-Bernie Erickson had nothing to report.

-Rosemary Desisles reported on the *Above and Beyond Exhibit* at the National Veterans Art Museum in Chicago. This exhibit consists of an immense 10 X 40 foot sculpture comprised of imprinted dog tags, one for each of the more than 58,000 service men and women who died in the Vietnam War. This is the first new permanent Vietnam War Memorial other than the Wall in Washington DC to list all of those killed in action.

Desisles also reported that the CEO of Marinette Marine will be speaking at the upcoming Navy League Leadership Conference which will be held on April 20 in Wisconsin Dells. She will share more information on this conference at the next meeting. Desisles also passed around an updated newsletter she had received from the Community Blueprint Team. She noted that the Community Blueprint meetings are open to everyone and are held at FVTC on the third Tuesday of each month. Desisles also stated that the Wisconsin Inter-Service Family Assistance Committee will be holding a meeting on June 6 from 9:00 am – 2:00 pm in Waukesha. Information on this meeting is attached.

-Jim Haskins reported that he had contacted WLUK TV to make them aware of the Veterans Appreciation Day at the Fair. He will continue to be in touch with the media to try to ensure coverage at the event. Haskins also read an article that had appeared in the *Green Bay Press Gazette* on March 29, 2013 regarding Vietnam Veterans Day; a copy of said article is attached. Haskins also provided some additional facts with regard to Vietnam Veterans Day and read an article he had written regarding Veterans Day and in particular, the Veterans Day Off with Pay bill.

Haskins also reported that Major League Baseball is donating \$8 million dollars to welcome home veterans and to fight PTSD and other brain disorders. As a footnote to this, Duane Pierce stated

that some of the Rolling Thunder Chapters around the country have starting putting POW chairs at various sports stadiums.

Haskins concluded his report by mentioning the Tribute For Heroes program in which veterans who have served or who are still serving can be nominated for recognition at the 2013 Major League All Star. Thirty nominees, one for each team, will be awarded this recognition. More information can be found at www.tributeforheroes.com.

-Duane Pierce reported that the Legion Post will be holding a brat fry on Friday, April 19 at Festival Foods East. Pierce also stated that the Post on North Irwin will be holding their semi-annual booyah sale on Saturday, April 20 beginning at noon but he urged people to come close to the beginning time as the booyah sells out quickly.

-John Walschinski reported on the Northeastern Wisconsin Veterans Memorial being constructed in Howard from his design. This project is currently in the fundraising phase and it is estimated that the cost of the memorial will be \$1.1 million dollars. He passed around a picture of what the memorial will look like and was proud that his design was chosen from over 200 others for the memorial.

-Joe Witkowski referenced an article regarding Schneider and HC Miller Company being recognized for being veteran friendly. He also stated that he belongs to the 20 year military club and they have an MIA chair at their meetings and he felt that it would be a good idea to do that with this Subcommittee as well. The rest of the Committee thought this was an excellent idea and Duane Pierce stated that he will get the chair cover. Witkowski concluded by thanking the Subcommittee for their friendship.

10. Such Other Matters as Authorized by Law.

None.

11. Adjourn.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO ADJOURN AT 5:43 P.M.

Respectfully submitted,

Therese Giannunzio
Recording Secretary

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BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

MAY 15 2013

Agenda No.:

TO: HUMAN SERVICES

COMMUNICATION

Motion from the Floor

I make the following motion:

DIRECT CORPORATION COUNSEL TO INVESTIGATE
WHAT, IF ANY LIABILITY THE COUNTY ASSUMES, BY
FAILING TO TAKE CORRECTIVE ACTION, ONCE
~~ADDITIONAL ODORS WERE REPORTED BY INDIVIDUALS~~
~~NOTIFIED IN WRITING, THAT INDIVIDUALS~~
~~ARE EXPERENCING NEGATIVE, DOCUMENTED~~
HEALTH AFFECTS, AS A RESULT OF NOXIOUS ODORS,
ORIGINATING FROM ANY VERIFIABLE SOURCE.

Signed:

Brenda A. Hopp

District No.

5

(Please deliver to County Clerk after motion is made for recording into minutes.)

SYBLE HOPP SCHOOL 2014 BUDGET

Description	Fiscal Year	Fiscal Year Ending	Fiscal Year	Fiscal Year	Fiscal Year
	Ending 6/30/12	6/30/13 6-Month	Ending 6/30/13	Ending 6/30/13	Ending 6/30/14
	Actual Amount	Actual Amount	Actual Amount	Amended Budget	Executive
Fund: 230 - Syble Hopp School					
<u>Revenues</u>					
Property Taxes	2,850,401	-	2,802,612	2,802,612	2,802,612
Handicapped Aid	1,385,090	370,060	1,389,574	1,389,574	1,389,574
State Food Service Aid	1,321	-	1,343	1,250	1,250
General State Aid	1,493,946	-	1,429,258	1,429,258	1,429,258
High Cost Kids	66,363	-	95,000	95,000	95,000
Federal Food Service Aid	25,416	8,629	19,000	19,000	19,000
Value of Commodities	5,434	-	6,370	6,370	6,370
Pupil Lunch/Breakfast Fees	37,248	11,880	42,345	42,345	51,000
Adult Lunch Fees	7,317	1,263	5,500	5,500	5,500
Student Fees	12,415	11,755	11,755	3,100	11,755
Tuition (Non-Open Enrollment)	446,758	464,061	486,088	482,000	451,910
Medicaid	155,464	-	315,000	315,000	215,000
CESA - Transit of Aids	255,831	-	233,878	240,000	240,000
Districts - Flow Thru & EC Dollars	89,559	-	96,450	96,450	96,450
CESA - Reimbursement of Subs	8,101	-	4,000	4,085	4,085
Other Rent for Duplex	7,750	3,000	6,000	9,000	9,000
Interest on Investments	301	2	250	250	300
Refund of Prior Year	4,223	-	-	-	-
Miscellaneous	590	263	600	600	600
Total Revenues	6,853,528	870,912	6,945,024	6,941,394	6,828,664
<u>Expenditures</u>					
Salary: Teachers & Subs	1,716,772	636,699	1,745,975	1,781,607	1,766,932
Salary: Therapists	392,805	146,630	386,185	394,066	394,066
Salary: Administration	140,379	63,687	160,552	163,829	163,829
Salary: Aides	590,025	211,669	680,461	694,348	696,791
Salary: Clerical	48,713	23,666	47,990	48,971	48,971
Salary: Custodial	20,664	19,188	19,188	19,688	19,688
Salary: Cook & Subs	11,386	4,086	14,745	15,045	-
Salary: Board of Education	200	(30)	450	480	480
Casual Payout	1,754	-	1,754	1,403	1,403
Ret.-Employee by Employer	5,556	-	-	-	-
Ret.-Employers Share	153,859	58,114	198,770	179,129	201,393
FICA - Employers Share	209,620	79,362	233,885	238,600	236,933
Worker's Compensation	7,077	5,820	12,700	12,700	7,990
Unemployment Compensation	3,500	1,400	2,800	2,800	2,800
Life Insurance	4,226	1,821	5,463	4,574	4,301
Health Insurance	988,209	382,009	1,040,000	1,093,042	950,275
Dental Insurance	61,073	26,042	69,068	69,068	65,470
Health HRA - Teachers	-	30,095	52,850	-	52,848
LTD Insurance	11,237	4,672	13,394	13,394	13,539
STD Insurance	775	353	720	720	720
Bus Aide License/Other Emp Benefit	150	-	-	300	300
Purchased Personal Service	22,182	4,050	31,815	31,815	84,400
Audit	5,035	5,300	5,300	5,300	5,500
Assemblies	-	-	250	350	350
Inservice	4,073	930	4,675	4,675	4,550
Attorney Fees	4,039	3,190	5,000	5,000	5,000
Student Transition	1,181	2,450	4,000	4,000	4,000
Computer Technology Services	13,973	4,973	15,000	15,000	15,000
Swimming Program	650	-	650	650	650
Camp Program	-	-	50	50	50
Copier Agreement	4,827	1,293	3,580	4,325	4,325

Description	Fiscal Year				
	Fiscal Year	Fiscal Year Ending	Fiscal Year	Fiscal Year	Fiscal Year
	Ending 6/30/12	6/30/13 6-Month	Ending 6/30/13	Ending 6/30/13	Ending 6/30/14
	Actual Amount	Actual Amount	Actual Amount	Amended Budget	Executive
Operational Services	21,412	20,425	26,245	26,245	29,190
Maintenance Services	6,810	8,791	8,791	7,900	8,500
Advertising	-	-	-	350	350
Postage	1,617	937	1,800	1,800	2,000
Printing	1,921	529	2,500	3,000	3,000
Telephone	4,923	1,605	5,500	6,000	6,000
Property Assessment	2,074	2,169	2,169	2,010	2,300
Payment to State	2,572	1,041	3,000	3,000	3,000
General Supplies	25,615	15,202	33,744	33,744	34,574
Workbooks	2,164	598	700	2,400	1,120
Computer Software Supplies	6,105	4,798	6,615	6,615	6,615
Food	28,615	11,027	24,980	24,980	2,900
Medical Supplies	160	135	300	300	300
Paper	1,754	917	1,950	1,950	1,950
Newspapers	29	29	29	40	40
Periodicals	90	90	160	160	160
Other Non-Capital Equipment	7,865	5,123	6,895	6,895	5,855
Pupil Travel	649,202	241,414	650,000	603,495	615,488
Gas for Heat	20,231	2,446	35,000	35,000	35,000
Electricity (Non Heat)	51,231	19,988	55,000	55,000	55,000
Water	5,628	1,216	6,000	6,000	6,000
Sewerage	3,442	751	3,200	3,200	3,200
CESA	1,044,737	7,284	1,054,919	1,054,919	1,036,386
Building Rental	2,350	811	2,790	2,790	2,790
Transit of State Aids	92,856	29,522	104,152	100,000	100,000
District Dues/Fees	1,084	1,462	2,900	2,952	2,952
Equip. Purchase/Addition	8,988	9,592	52,320	52,320	15,000
Estimate to balance budget	-	-	-	-	-
Employee Travel	5,344	1,854	3,325	3,325	3,300
Travel-Special Olympics	-	-	200	200	200
License/Transit Tokens	35	25	300	300	300
Field Trips	2,031	1,492	2,500	2,700	2,700
Fuel-School Owned Vehicles	6,256	1,409	6,000	5,500	5,500
Travel-Board of Ed.	104	(11)	200	375	375
BC Indirect Costs	64,374	33,352	68,000	68,000	64,720
BC Insurance Chargeback	11,984	5,992	13,000	13,000	19,345
Total Expenditures	6,507,541	2,149,483	6,942,454	6,941,394	6,828,664
Revenue Grand Totals:	6,853,528	870,912	-	6,945,024	6,941,394
Expenditure Grand Totals:	6,507,541	2,149,483	-	6,942,454	6,941,394
Net Grand Totals:	345,987	(1,278,571)	-	2,569	-

Syble Hopp School

Position	FTE	Base	Cost
Teachers, Therapists & Substitutes	43.20	2,160,998	2,160,998
Teachers Aides, COTA & Substitutes	25.10	696,791	696,791
Administrator	1.00	91,209	91,209
Assistant Administrator	0.70	72,620	72,620
Administrative Clerk	1.00	31,582	31,582
Maintenance Mechanic	0.50	19,688	19,688
Accountant	0.50	17,389	17,389
Board Of Education		480	480
	72.00	3,090,757	3,090,757

Casual Payout	1,403
Turnover Reduction	0
Regular Earnings	3,092,160
Premium Overtime	0
Fringe Benefits	1,536,269
2014 Total Compensation	<u>4,628,429</u>

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Brian Shoup, Executive Director

- AGENDA -

Meeting of the Human Services Committee

Wednesday, May 22, 2013

Location: Room 200-Northern Building

Time: 6:00pm

1. Executive Director's Report.
2. CTC Re-design.
3. Financial Report for Community Treatment Center and Community Programs.
4. Statistical Reports.
 - a) Monthly Inpatient Data – Community Treatment Center.
 - b) Monthly Inpatient Data – Bellin Psychiatric Center.
 - c) Child Protection – Child Abuse/Neglect Report.
 - d) Monthly Contract Update.
5. Request for New Non-Continuous Vendor.
6. Request for New Vendor Contract.





Community Programs Forecast

Through 03/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	201 - CP	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
REVENUE											
Property taxes		16,024,172.00	.00	.00	16,024,172.00	1,335,347.67	.00	4,006,043.01	12,018,128.99	25	4,347,026.25
Intergovernmental		65,071,363.00	.00	.00	65,071,363.00	1,261,843.92	.00	13,910,345.40	54,161,017.60	17	4,411,476.51
Charges for sales and services		1,877,965.00	.00	.00	1,877,965.00	253,740.41	.00	537,263.08	1,340,701.92	29	414,897.10
Intergovernmental charges for services		8,272,174.00	.00	.00	8,272,174.00	569,478.42	.00	2,006,749.16	6,265,424.84	24	1,138,453.69
Miscellaneous revenue		16,000.00	1,000.00	.00	17,000.00	252.80	.00	1,499.20	15,500.80	9	66,579.65
Rent		36,000.00	.00	.00	36,000.00	3,000.00	.00	6,000.00	30,000.00	17	9,000.00
Contributions		.00	.00	.00	.00	(2,856.00)	.00	(1,750.50)	1,750.50	+++	300.00
Charges to county departments		.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in		29,100.00	.00	.00	29,100.00	(2,425.00)	.00	(7,275.00)	36,375.00	-25	7,460.06
REVENUE TOTALS		\$91,326,774.00	\$1,000.00	.00	\$91,327,774.00	\$3,418,382.22	\$0.00	\$20,458,874.35	\$73,868,899.65	19%	\$10,395,193.26
EXPENSE											
Personnel services		14,600,771.00	.00	.00	14,600,771.00	1,593,035.80	.00	3,385,579.42	11,215,191.58	23	3,207,301.24
Fringe benefits and taxes		5,955,066.00	.00	.00	5,955,066.00	655,383.28	.00	1,425,561.01	4,529,504.99	24	1,459,919.94
Employee costs		34,907.00	.00	.00	34,907.00	222.00	215.00	1,181.00	33,511.00	4	1,085.00
Operations and maintenance		1,428,494.00	.00	.00	1,428,494.00	116,371.39	80.00	322,053.76	1,106,360.24	23	320,835.92
Insurance costs		2,000.00	.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
Utilities		30,500.00	.00	.00	30,500.00	1,663.11	.00	3,527.54	26,972.46	12	4,473.94
Chargebacks		2,375,541.00	.00	.00	2,375,541.00	207,678.61	.00	570,749.91	1,804,791.09	24	558,494.25
Purchased services		66,327,219.00	(15,246.00)	.00	66,311,973.00	5,858,903.40	.00	14,618,154.18	51,693,818.82	22	9,481,156.00
Contracted services		879,600.00	.00	.00	879,600.00	63,388.90	.00	145,740.08	733,859.92	17	75,408.36
Medical expenses		400.00	.00	.00	400.00	.00	.00	.00	400.00	0	.00
Judiciary Costs		85,000.00	.00	.00	85,000.00	7,646.32	.00	19,809.24	65,190.76	23	18,362.85
Other		.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Outlay		58,125.00	.00	.00	58,125.00	.00	.00	16,531.50	41,593.50	28	.00
Transfer out		1,405,042.00	236,577.00	.00	1,641,619.00	36,517.92	.00	1,284,564.95	357,054.05	78	29,377.28
EXPENSE TOTALS		\$93,182,665.00	\$221,331.00	.00	\$93,403,996.00	\$8,540,810.73	\$295.00	\$21,793,452.59	\$71,610,248.41	23%	\$15,156,414.78
Fund 201 - CP Totals											
REVENUE TOTALS		91,326,774.00	1,000.00	.00	91,327,774.00	3,418,382.22	.00	20,458,874.35	73,868,899.65	19	10,395,193.26
EXPENSE TOTALS		93,182,665.00	221,331.00	.00	93,403,996.00	8,540,810.73	295.00	21,793,452.59	71,610,248.41	23	15,156,414.78
Fund 201 - CP Totals		(\$1,855,891.00)	(\$220,331.00)	.00	(\$2,076,222.00)	(\$5,122,428.51)	(\$295.00)	(\$1,334,578.24)	\$2,258,651.24		(\$4,761,221.52)
Grand Totals											
REVENUE TOTALS		91,326,774.00	1,000.00	.00	91,327,774.00	3,418,382.22	.00	20,458,874.35	73,868,899.65	19	10,395,193.26
EXPENSE TOTALS		93,182,665.00	221,331.00	.00	93,403,996.00	8,540,810.73	295.00	21,793,452.59	71,610,248.41	23	15,156,414.78
Grand Totals		(\$1,855,891.00)	(\$220,331.00)	.00	(\$2,076,222.00)	(\$5,122,428.51)	(\$295.00)	(\$1,334,578.24)	\$2,258,651.24		(\$4,761,221.52)



CTC operating results

Through 03/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year YTD
Fund 630 - CTC									
REVENUE									
Property taxes	3,236,508.00	.00	3,236,508.00	269,709.00	.00	809,127.00	2,427,381.00	25	734,249.25
Intergovernmental	558,700.00	.00	558,700.00	49,625.00	.00	148,875.00	409,825.00	27	138,700.00
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges for sales and services	6,921,830.00	.00	6,921,830.00	565,580.67	.00	990,534.06	5,931,295.94	14	1,575,183.97
Intergovernmental charges for services	2,726,370.00	.00	2,726,370.00	516,519.00	.00	773,298.66	1,953,071.34	28	1,095,959.70
Miscellaneous revenue	5,500.00	.00	5,500.00	251.50	.00	1,236.03	4,263.97	22	1,128.83
Rent	165,330.00	.00	165,330.00	13,334.00	.00	40,002.00	125,328.00	24	38,750.06
Contributions	3,300.00	.00	3,300.00	125.00	.00	625.00	2,675.00	19	350.00
Charges to county departments	363,700.00	.00	363,700.00	28,083.40	.00	89,466.21	274,233.79	25	88,630.98
Capital contributions	.00	15,246.00	15,246.00	15,246.00	.00	15,246.00	.00	100	.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$13,981,238.00	\$15,246.00	\$13,996,484.00	\$1,458,473.57	\$0.00	\$2,868,409.96	\$11,128,074.04	20%	\$3,672,952.79
EXPENSE									
Cost of sales	6,700.00	.00	6,700.00	.00	.00	837.48	5,862.52	12	1,543.90
Personnel services	7,297,010.00	.00	7,297,010.00	847,334.40	.00	1,639,575.60	5,657,434.40	22	1,708,934.08
Fringe benefits and taxes	2,701,074.00	.00	2,701,074.00	305,525.63	.00	603,872.99	2,097,201.01	22	652,449.32
Employee costs	5,850.00	.00	5,850.00	351.95	.00	1,403.95	4,446.05	24	320.00
Operations and maintenance	571,569.00	.00	571,569.00	37,730.15	1,235.00	122,308.44	448,025.56	22	101,562.80
Insurance costs	161,192.00	.00	161,192.00	13,240.00	.00	39,738.00	121,454.00	25	40,053.51
Utilities	7,000.00	.00	7,000.00	854.29	.00	1,667.22	5,332.78	24	982.86
Chargebacks	2,233,040.00	.00	2,233,040.00	202,867.84	.00	516,280.61	1,716,759.39	23	546,506.58
Contracted services	596,060.00	.00	596,060.00	64,742.79	.00	158,966.95	437,093.05	27	237,783.81
Medical expenses	332,750.00	.00	332,750.00	21,250.76	.00	76,490.32	256,259.68	23	73,267.05
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt retirement	180.00	.00	180.00	35.88	.00	55.33	124.67	31	82.24
Depreciation	735,660.00	.00	735,660.00	59,186.63	.00	178,885.58	556,774.42	24	139,088.53
Outlay	.00	.00	.00	(418.00)	.00	(418.00)	418.00	+++	.00
Transfer out	68,813.00	.00	68,813.00	8,041.95	.00	18,759.17	50,053.83	27	18,599.89
EXPENSE TOTALS	\$14,716,898.00	\$0.00	\$14,716,898.00	\$1,560,744.27	\$1,235.00	\$3,358,423.64	\$11,357,239.36	23%	\$3,521,174.57
Fund 630 - CTC Totals									
REVENUE TOTALS	13,981,238.00	15,246.00	13,996,484.00	1,458,473.57	.00	2,868,409.96	11,128,074.04	20	3,672,952.79
EXPENSE TOTALS	14,716,898.00	.00	14,716,898.00	1,560,744.27	1,235.00	3,358,423.64	11,357,239.36	23	3,521,174.57
Fund 630 - CTC Totals	(\$735,660.00)	\$15,246.00	(\$720,414.00)	(\$102,270.70)	(\$1,235.00)	(\$490,013.68)	(\$229,165.32)		\$151,778.22
Grand Totals									
REVENUE TOTALS	13,981,238.00	15,246.00	13,996,484.00	1,458,473.57	.00	2,868,409.96	11,128,074.04	20	3,672,952.79
EXPENSE TOTALS	14,716,898.00	.00	14,716,898.00	1,560,744.27	1,235.00	3,358,423.64	11,357,239.36	23	3,521,174.57
Grand Totals	(\$735,660.00)	\$15,246.00	(\$720,414.00)	(\$102,270.70)	(\$1,235.00)	(\$490,013.68)	(\$229,165.32)		\$151,778.22

6

BROWN COUNTY COMMUNITY TREATMENT CENTER

NICOLET STATISTICS FOR APRIL 2013

		Year to Date 2013	Year to Date 2012
ADMISSIONS	April	2013	2012
Voluntary - Mental Illness	25	93	11
Voluntary - Alcohol	0	0	11
Voluntary - AODA/Drug	0	0	1
Police Protective Custody - Alcohol	0	0	128
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	1
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	72	265	274
Court Order Prelim. - Mental Illness	0	1	2
Court Order Prelim. - Alcohol	0	0	3
Court Order for Final Hearing	0	2	1
Commitment - Mental Illness	0	0	0
Return from Conditional Release	4	22	55
Court Order Prelim. - Drug	1	1	1
Other	0	0	0
TOTAL	102	384	488

ADMISSIONS BY UNITS			
Nicolet	102	384	488
TOTAL	102	384	488

ADMISSIONS BY COUNTY			
Brown	69	246	300
Door	4	14	16
Kewaunee	1	10	11
Oconto	6	20	29
Marinette	3	19	20
Shawano	2	16	21
Waupaca	1	2	8
Menominee	1	8	6
Outagamie	6	13	20
Manitowoc	7	31	44
Winnebago	0	0	1
Other	2	5	12
TOTAL	102	384	488

NEW ADMISSIONS			
Nicolet	59	158	165
TOTAL	59	158	165

READMIT WITHIN 30 DAYS			
Nicolet	6	41	102
TOTAL	6	41	102

		Year to Date 2013	Year to Date 2012
AVERAGE DAILY CENSUS	April	2013	2012
Nicolet	14	13	17
TOTAL	14	13	17

INPATIENT SERVICE DAYS			
Nicolet	430	1558	2002
TOTAL	430	1558	2002

BED OCCUPANCY			
Nicolet (37 beds)	39%	35%	45%
TOTAL (37 Beds)	39%	35%	45%

DISCHARGES			
Nicolet	100	377	496
TOTAL	100	377	496

DISCHARGE DAYS			
Nicolet	434	1527	2098
TOTAL	434	1527	2098

AVERAGE LENGTH OF STAY			
Nicolet	4	4	4
TOTAL	4	4	4

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	4	5	4
Door	4	7	5
Kewaunee	3	6	7
Oconto	3	4	8
Marinette	4	4	5
Shawano	9	7	2
Waupaca	2	4	6
Menominee	5	7	2
Outagamie	1	4	2
Manitowoc	4	8	5
Winnebago	0	0	3
Other	0	7	2
TOTAL	4	4	4

In/Outs

Current	YTD	2012
1	2	37

7a

BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: April 2013

Voluntary Admissions	19
Involuntary Admissions	6
Voluntary Inpatient Days	90
Involuntary Inpatient Days	21
Voluntary Avg Length of Stay	4.74
Involuntary Avg Length of Stay	4

Brown County Human Services

Report of Child Abuse/Neglect by Month

Month	2012	2013	% Increase
January	391	422	7.9%
February	409	333	-18.58%
March	408	396	-2.94%
April	427	476	11.5%

Reports Investigated by Month

Month	2012	2013	% Increase
January	125	133	6.4%
February	123	115	-6.5%
March	146	127	-13.01%
April	156		

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Updated Contract Amount
ADAMS AFH	11/26/12	12/6/12	\$98,929			\$98,929
ADULT CARE LIVING OF NE WI	12/6/12	1/2/13	\$227,902			\$227,902
ADRC	12/12/12	1/16/13	\$60,466			\$60,466
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/13/12	1/3/13	\$10,000			\$10,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	5/9/13		\$25,000			\$25,000
AMERICAN FOUNDATION OF COUNSELING SERVICES	12/3/12	1/10/13	\$17,654			\$17,654
ANDERSON RECEIVING HOME	12/3/12	12/6/12	\$28,281			\$28,281
ANGELS ON ARCADIAN	12/6/12	12/13/12	\$1,211,198			\$1,211,198
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/6/12	1/31/13	\$266,069			\$266,069
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/3/12	1/4/13	\$150,518			\$150,518
APPLIED BEHAVIOR ANALYSTS LLC	1/2/13	1/31/13	\$300,000	\$0		\$300,000
ARNOLD RECEIVING HOME	12/3/12	12/19/12	\$50,059			\$50,059
ARTISAN ASSISTED LIVING	2/14/13	2/27/13	\$290,710			\$290,710
ARTS AFH	11/26/12	12/21/12	\$29,244			\$29,244
ASPIRO INC	12/12/12	12/17/12	\$3,701,781			\$3,701,781
BELLIN PSYCHIATRIC CENTER	12/13/12	4/3/13	\$10,000			\$10,000
BERGER AFH	11/26/12	1/28/13	\$56,991	\$0		\$56,991
BETHESDA	12/14/12	1/2/13	\$18,818			\$18,818
BIRCH CREEK	12/12/12	1/7/13	\$439,934			\$439,934
BISHOPS COURT	12/12/12	12/17/12	\$489,742			\$489,742
BOLL ADULT CARE CONCEPTS	12/14/12	1/7/13	\$684,518			\$684,518
BOURASSA AFH	11/26/12	12/6/12	\$18,698			\$18,698
BORNEMANN NURSING HOME	12/6/12	12/21/12	\$106,272			\$106,272
BROTOLOC HEALTH CARE SYSTEMS	12/14/12	1/10/13	\$820,210			\$820,210
BRUNETTE AFH	11/26/12	12/12/12	\$55,212			\$55,212
BRUSS SUPPORTIVE COMMUNITY LIVING	1/2/13	1/14/13	\$270,686			\$270,686
BUSSE AFH	11/26/12	12/13/12	\$66,444			\$66,444
CAPELLE AFH	11/26/12	12/6/12	\$56,532			\$56,532
CARE FOR ALL AGES	12/6/12	12/17/12	\$85,846	\$0		\$85,846
CARRINGTON MANOR ASSISTED LIVING	1/2/13	1/7/13	\$14,861			\$14,861
CATHOLIC CHARITIES	12/12/12	1/10/13	\$171,606			\$171,606
CENTERPIECE LLC	12/13/12	1/2/13	\$10,000	\$0	\$0	\$10,000
CENTURY RIDGE OF GREEN BAY, INC.	12/6/12	12/17/12	\$329,054			\$329,054
CEREBRAL PALSY INC.	1/24/13	1/25/13	\$1,783,666			\$1,783,666
CHILDRENS SERVICE SOCIETY	12/3/12	1/7/13	\$54,444			\$54,444
CHRISTENSEN AFH	11/26/12	12/3/12	\$72,036			\$72,036
CLARITY CARE INC	12/19/12	1/14/13	\$2,183,611	\$0		\$2,183,611

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Updated Contract Amount
CLEARVIEW BRAIN INJURY CENTER	1/9/13	3/25/13	\$75,000			\$75,000
COMFORT KEEPERS INC	12/13/12	1/10/13	\$684,869			\$684,869
COMPASS DEVELOPMENT	1/16/13	1/28/13	\$1,543,063			\$1,543,063
CONLEY AFH	11/26/12	1/7/13	\$35,757			\$35,757
CROSSING THE BRIDGES	12/13/12	1/10/13	\$10,000			\$10,000
CURO CARE LLC	12/19/12	1/2/13	\$333,871			\$333,871
DARNELL RECEIVING HOME	12/3/12	1/9/13	\$28,281			\$28,281
DEATHERAGE-VELEKE AFH	11/26/12	1/7/13	\$14,642			\$14,642
DEBAERE AFH	11/26/12	12/10/12	\$68,100			\$68,100
DEER PATH ASSISTED LIVING INC	4/24/13	5/6/13	\$96,300			\$96,300
DEER PATH ESTATES, INC.	1/7/13	1/16/13	\$128,407			\$128,407
DORN AFH	11/26/12	1/24/13	\$40,642	\$1,356		\$41,998
DUDLEY AFH	to jill 3/4/13	3/18/13	\$10,580			\$10,580
DUNGARVIN WISCONSIN LLC	12/12/12	1/9/13	\$686,930			\$686,930
DYNAMIC FAMILY SOLUTIONS	12/13/12	2/20/13	\$48,060			\$48,060
EAST SHORE INDUSTRIES	12/14/12	1/7/13	\$58,824			\$58,824
ELSNER AFH	11/26/12	12/6/12	\$13,460			\$13,460
ENCOMPASS CHILD CARE	12/13/12	1/9/13	\$124,250			\$124,250
ENGBERG AFH	11/26/12	12/3/12	\$39,216			\$39,216
ETHAN HOUSE	12/3/12	12/10/12	\$142,462			\$142,462
FAMILY SERVICE OF NORTHEAST WI, INC.	1/24/13	2/4/13	\$1,921,691			\$1,921,691
FAMILY TRAINING PROGRAM	12/13/12	12/19/12	\$252,084			\$252,084
FENLON AFH	11/26/12	11/29/12	\$42,657			\$42,657
G & I OCHS INC.	1/2/13	1/7/13	\$1,906,847	\$0		\$1,906,847
GAUGER AFH	11/26/12	12/6/12	\$32,148			\$32,148
GJT LLC	12/14/12	12/19/12	\$30,000			\$30,000
GOLDEN HOUSE	12/13/12	1/9/13	\$63,086			\$63,086
GOLTZ J. AFH	11/26/12	1/2/13	\$23,472			\$23,472
GONZALEZ AFH	11/26/12	1/17/13	\$76,966			\$76,966
GOODWILL INDUSTRIES	1/7/13	1/16/13	\$98,825			\$98,825
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	1/2/13	1/9/13	\$75,000	\$0	\$0	\$75,000
GRACYALNY, SUE	12/12/12	1/9/13	\$70,000			\$70,000
GREEN BAY TRANSIT COMMISSION	2/13/13		\$217,406			\$217,406
GREEN VALLEY ENTERPRISES INC	12/14/12	1/10/13	\$50,000			\$50,000
GRONSETH AFH	11/26/12	12/6/12	\$43,848			\$43,848
HARMONY LIVING CENTERS LLC	12/12/12	2/7/13	\$107,042			\$107,042
HEAD AFH	12/3/12	12/6/12	\$77,582	\$2,060		\$79,642

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Updated Contract Amount
HELPING HANDS CAREGIVERS	1/2/13	2/13/13	\$341,088			\$341,088
HIETPAS AFH	11/26/12	12/3/12	\$24,104			\$24,104
HOEFT AFH	11/26/12	12/10/12	\$38,582			\$38,582
HOME INSTEAD SENIOR CARE	1/9/13	1/16/13	\$322,226			\$322,226
HOMES FOR INDEPENDENT LIVING	12/19/12	1/24/13	\$5,175,173			\$5,175,173
IMPROVED LIVING SERVICES	12/19/12	1/2/13	\$746,970	\$0		\$746,970
INFINITY CARE INC	12/12/12	12/19/12	\$383,290			\$383,290
INNOVATIVE COUNSELING(AUTISM)	12/12/12	2/4/13	\$50,000	\$0		\$50,000
INNOVATIVE SERVICES	1/2/13	1/14/13	\$13,847,375	\$0		\$13,847,375
INTERIM HEALTHCARE STAFFING	12/12/12	2/20/13	\$26,014			\$26,014
J & DEE INC.	12/19/12	1/3/13	\$1,488,473			\$1,488,473
KAKUK AFH	11/26/12	1/7/13	\$62,753			\$62,753
KALISHEK AFH	11/26/12	1/2/13	\$48,692			\$48,692
KCC FISCAL AGENT SERVICES	12/13/12	1/3/13	\$4,211,227	\$0		\$4,211,227
KCC SERVICES INC	12/13/12	1/3/13	\$5,000	\$0		\$5,000
KINDRED HEARTS	12/12/12	1/2/13	\$535,378			\$535,378
KLAPPER AFH	11/26/12	12/13/12	\$23,760			\$23,760
KLARKOWSKI AFH	12/6/12	1/23/13	\$22,044			\$22,044
KLECZKA-VOGEL AFH	11/26/12	12/3/12	\$77,376			\$77,376
KLEIN, DR. (AUTISM)	12/12/12	12/17/12	\$275,000	\$0	\$0	\$275,000
KUNZ AFH	11/29/12	12/3/12	\$66,124			\$66,124
KUSKE AFH	11/26/12	12/6/12	\$25,692	\$14,371		\$40,063
LAD LAKE	5/8/13		\$100,000			\$100,000
LAMERS BUS LINES, INC.	12/13/12	1/2/13	\$740,681			\$740,681
LANCASTER GARDENS	12/12/12	1/7/13	\$100,000			\$100,000
LAURENT AFH	11/29/12	12/6/12	\$49,464			\$49,464
LEVY AFH	11/26/12	11/29/12	\$18,096			\$18,096
LISKA, JOANN	12/13/12	1/7/13	\$16,000			\$16,000
LUTHERAN SOCIAL SERVICES	12/19/12	2/20/13	\$866,849	\$0		\$866,849
LUTHERAN SOCIAL SERVICES-HOMME	12/3/12	2/20/13	\$91,330			\$91,330
LYONS, KATHLEEN	3/6/13	3/18/13	\$45,000			\$45,000
MACHT VILLAGE PROGRAMS INC	12/12/12	1/2/13	\$80,000			\$80,000
MALINSKI AFH	12/3/12	12/6/12	\$36,898			\$36,898
MALONE AFH	12/3/12	12/6/12	\$25,656			\$25,656
MARLA VIST MANOR ASSISTED LIVING	12/12/12	1/7/13	\$118,997			\$118,997
MARTIN AFH	11/26/12	11/29/12	\$18,621			\$18,621
MATTHEWS SENIOR LIVING	3/20/13	3/28/13	\$72,000			\$72,000

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Updated Contract Amount
MCCORMICK MEMORIAL HOME	12/12/12	1/3/13	\$96,490			\$96,490
MELOHN AFH	11/26/12	12/3/12	\$38,592			\$38,592
MILQUETTE AFH	11/26/12	12/3/12	\$21,528			\$21,528
MOMMAERTS RECEIVING HOME	12/3/12	12/13/12	\$28,281			\$28,281
MOSSFLOWER HARBOUR	3/28/13	4/10/13	\$32,000	\$0		\$32,000
MYSTIC ACRES LLC	12/19/12	1/7/13	\$146,501			\$146,501
MYSTIC CREEK LLC	12/19/12	1/7/13	\$103,728			\$103,728
MYSTIC MEADOWS LLC	12/19/12	1/7/13	\$143,839			\$143,839
NEMETZ AFH	11/26/12	12/3/12	\$53,456			\$53,456
NEW COMMUNITY SHELTER INC	12/13/12	1/9/13	\$40,000			\$40,000
NEW CURATIVE REHABILITATION	12/19/12	1/9/13	\$1,209,461			\$1,209,461
NEW VISIONS TREATMENT HOMES OF WI, INC	12/3/12	1/10/13	\$39,163			\$39,163
NEW VIEW INDUSTRIES	1/7/13	2/11/13	\$69,624			\$69,624
NORTHWEST PASSAGE	12/6/12	1/14/13	\$83,976			\$83,976
OPTIONS LAB INC	12/13/12	1/7/13	\$5,000			\$5,000
OPTIONS TREATMENT	12/19/12	1/2/13	\$367,183			\$367,183
ORLICH AFH	12/19/12	1/7/13	\$94,966			\$94,966
OSTAPYUK AFH	11/29/12	12/7/12	\$45,072			\$45,072
PANTZLAFF AFH	11/29/12	1/7/13	\$71,928			\$71,928
PARAGON INDUSTRIES	12/19/12	2/4/13	\$813,804			\$813,804
PARENT TEAM	12/13/12	1/7/13	\$78,240			\$78,240
PARENTEAU AFH	11/26/12	12/3/12	\$41,964			\$41,964
PARMENTIER AFH	11/26/12	12/19/12	\$80,900			\$80,900
PATIENT PINES	12/12/12	12/21/12	\$60,000			\$60,000
PNUMA HEALTH CARE	1/2/13	1/7/13	\$294,394			\$294,394
PRODUCTIVE LIVING SYSTEMS	12/19/12	2/13/13	\$783,427			\$783,427
RAVENWOOD BEHAVIORAL HEALTH	1/15/13	2/20/13	\$100,982			\$100,982
REBEKAH HAVEN	1/2/13	1/10/13	\$89,323	\$0		\$89,323
REHAB RESOURCES	12/12/12	1/2/13	\$89,040			\$89,040
REM-WISCONSIN II, INC.	12/19/12	2/6/13	\$1,732,848			\$1,732,848
RESCARE WISCONSIN INC	12/12/12	2/11/13	\$20,539			\$20,539
ST. VINCENT HOSPITAL	12/19/12	1/10/13	\$172,342			\$172,342
SALDANA AFH	11/26/12	1/7/13	\$17,617			\$17,617
SCHAUMBERG, LAURIE	1/22/13	2/12/13	\$15,000			\$15,000
SCHULTZ AFH	11/26/12	1/16/13	\$104,220			\$104,220
SELTZER AFH	11/26/12	1/2/13	\$23,076			\$23,076
SKORCZEWSKI AFH	11/26/12	12/2/12	\$18,660			\$18,660

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Updated Contract Amount
SLAGHT AFH	11/26/12	12/17/12	\$46,676			\$46,676
SMET AFH	11/26/12	1/17/13	\$52,481			\$52,481
SOUTHERN HOME CARE SERVICES	12/12/12	2/11/13	\$57,365			\$57,365
STARR/DINGER AFH	11/28/12	12/10/12	\$43,812			\$43,812
STEVENS AFH	11/26/12	12/3/12	\$18,621			\$18,621
TALBOT AFH	11/26/12	12/3/12	\$23,778			\$23,778
TANZI AFH	11/29/12	12/10/12	\$84,442			\$84,442
TIPLER AFH	11/29/12	12/3/12	\$61,080			\$61,080
TREMPEALEAU CO HEALTH CARE	1/7/13	1/17/13	\$758,935	\$0		\$758,935
VALLEY PACKAGING INC.	2/11/13	2/20/13	\$15,466			\$15,466
VERBONCOUER AFH	11/26/12	1/2/13	\$69,934	\$0		\$69,934
VILLA HOPE	3/6/13	3/13/13	\$1,373,370			\$1,373,370
WARREN, JOHN MD	1/9/13	1/16/13	\$113,000			\$113,000
WAUSAUKEE ENTERPRISES	12/12/12	1/7/13	\$26,489			\$26,489
WEBER RECEIVING HOME	12/3/12	12/10/12	\$28,281			\$28,281
WEYENBERG AFH	11/26/12	12/6/12	\$21,036			\$21,036
WILLOWCREEK AFH	1/24/13	1/28/13	\$479,419			\$479,419
WILLOWGLEN ACADEMY	12/6/12	1/2/13	\$9,528			\$9,528
WISCONSIN EARLY AUTISM PROJECT	12/12/12	12/21/12	\$500,000	\$0	\$0	\$500,000
YU AFH	11/26/12	1/3/13	\$16,786			\$16,786
ZAMBON AFH	11/26/12	12/3/12	\$20,592			\$20,592
ZIELKE, JON AFH	11/26/12	1/10/13	\$32,802			\$32,802
ZIESMER AFH	11/26/12	12/3/12	\$77,580			\$77,580
TOTAL			\$64,872,930	\$17,787	\$0	\$64,890,717
2013 Contracts Sent:	171					
2013 Contracts Returned:	168					

Brown County Human Services

TO: Human Service Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: May 13, 2013

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Travelodge of Green Bay	Services	1-8-13	2-20-13
Detrie Construction Inc.	Rent/Services	1-22-13	3-20-13
Northern Guardianship & Financial Inc.	Guardianship Services	1-24-13	3-20-13
BRING IT! Errands & Delivery	Supportive Home Care	1-24-13	3-20-13
Treu, Jennifer	Respite	1-24-13	3-20-13
Compass Counseling Wausau	Counseling	1-29-13	3-20-13
J.K. Flooring, LLC	Services	1-30-13	3-20-13
Advocates for Independent Living II, LLC	Services	2-5-13	3-20-13
Miller, Sandra K	Respite	2-7-13	3-20-13
Gussert, Christine	Volunteer Guardian	2-21-13	4-17-13
Davis, Donica	Volunteer Guardian	2-21-13	4-17-13
Grant, Mary Ann	Mileage	3-6-13	4-17-13
Kallas, Kim	Respite	3-6-13	4-17-13
Total Care Enterprises LLC	Snow Removal	3-6-13	4-17-13
Danen, Barbara	Rent	3-8-13	4-17-13
Turf Pro	Snow Removal	3-13-13	4-17-13
Dalbec, Mary	Daycare	3-18-13	4-17-13
Medicoping LLC	Supportive Home Care	3-18-13	4-17-13
Professional Services Group, Inc	Services	4-4-13	
Pendleton, Elizabeth	Respite	4-4-13	
Easy Communications dba Slavic Languages Group	Translation	4-10-13	
Catalano, Sandra	Respite	4-12-13	
Nellis, Eric	Respite	4-22-13	
DeLeon, Oscar	Mileage	5-2-13	
Coppens, Mike	Rent	5-2-13	
Amedisys Home Health	Supportive Home Care	5-2-13	
Midwest Dental	Dental Care	5-6-13	
Woodside Lutheran Home & Woodside Manors	Rent	5-10-13	

Brown County Human Services

TO: Human Services Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: May 13, 2013

[illegible]

June 19, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
HUMAN SERVICES – COMMUNITY PROGRAMS
ECONOMIC SUPPORT

WHEREAS, the Affordable Care Act (ACA) has a direct impact on Economic Support administration resulting in additional workload enrolling eligible individuals in Medicaid and providing assistance to those eligible for insurance through the Federal Healthcare Exchange/ Marketplace; and

WHEREAS, the U.S. Department of Health and Human Services will provide funding for increased staffing needs to support the federally mandated services generated through the ACA; and

WHEREAS, the Human Services – Community Programs table of organization currently has 42.25 FTE Economic Support Specialist positions; and

WHEREAS, the Economic Support Specialists currently have caseloads ranging from 840 to 1000+ cases. ACA will add significantly to this caseload; and

WHEREAS, to accommodate the anticipated increased caseload due to ACA, Human Services recommends the addition of 8.00 FTE Economic Support Specialist positions; and

WHEREAS, Human Services further recommends the addition of 2.00 FTE Lead Economic Support Specialist positions that will play a critical role in implementing the

numerous changes and assist in providing training and technical assistance to staff as well as maintain a partial caseload; and

WHEREAS, it is recommended the Lead Economic Support Specialist position be maintained in Pay Grade 15 of the Administrative Classification and Compensation Plan; and

WHEREAS, additional clerical support will be needed during the initial enrollment period. Therefore, Human Services recommends a Clerk II – LTE to assist during the implementation, training and rush of initial enrollments. This position would end after approximately one year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Human Services table of organization be changed adding 8.00 FTE Economic Support Specialist positions, 2.00 FTE Lead Economic Support Specialist positions and 1.00 FTE Clerk II – LTE.

BE IT FURTHER RESOLVED, the Lead Economic Support Specialist position be maintained in Pay Grade 15 of the Administrative Classification and Compensation Plan.

BE IT FURTHER RESOLVED, funding for these positions will be provided by the U.S. Department of Health and Human Services. Should the funding be eliminated, the positions will end and be eliminated from the Human Services table of organization.

Partial Budget Impact (07/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Economic Support Specialist	8.00	Addition	\$138,528	\$ 85,420	\$223,948
Lead Economic Support Specialist Pay Grade 15	2.00	Addition	\$ 43,443	\$ 22,671	\$ 66,114
Clerk II – LTE	1.00	Addition	\$ 19,293	\$ 13,151	\$ 32,444
Partial Budget Impact			\$201,264	\$121,242	\$322,506

Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Economic Support Specialist	8.00	Addition	\$277,056	\$170,840	\$447,896
Lead Economic Support Specialist Pay Grade 15	2.00	Addition	\$ 86,886	\$ 45,342	\$132,228
Clerk II – LTE	1.00	Addition	\$ 30,401	\$ 20,723	\$ 51,124
Annualized Budget Impact			\$394,343	\$236,905	\$631,248

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ECONOMIC SUPPORT SPECIALIST LEAD WORKER

REPORTS TO: ECONOMIC SUPPORT SUPERVISOR

DEPARTMENT: HUMAN SERVICES

REPRESENTATION UNIT: ADMINISTRATIVE

JOB SUMMARY:

This position is an advanced level position among the Economic Support Specialists. The position will maintain a reduced Economic Support caseload as well as assist in the training of new staff, providing technical and programmatic assistance to staff, and reviewing the work of new staff.

For the reduced caseload, this position determines eligibility of applicants/recipients for all Economic Support programs including Medicaid, Badgercare Plus, Foodshare, and Child Care Assistance. Duties include interviewing clients, collecting data, and computing applicant, client and recipient budgets; records and documents information; accesses, prepares and inputs all data into the statewide computer processing system.

ESSENTIAL DUTIES:

Discusses cases with workers and makes decisions regarding applications, reviews and changes; directs the staff in an effort to solve problems of clients and offers suggestions to rectify problems. Researches policy and provides technical assistance to staff through use of handbooks, manuals, computer systems or state call center for correct case processing and eligibility determination.

Receives and responds to technical questions from staff, consumers and general public about programs and services.

Ensures Economic Support policies are interpreted and presented correctly to staff.

Assists in the training of new Economic Support Specialists by observing interviews and reviewing case work prior to confirmation of benefits to ensure accuracy.

Responsible for CARES and CARES Worker Web technical assistance and troubleshooting cases with eligibility staff.

Functions in a leadership role consulting with Economic Support Supervisors and Administrator on policy, procedures, training and quality improvement.

Maintains a partial Economic Support caseload. Performs/processes determinations and re-determinations of eligibility and other tasks determined to be necessary for effective and efficient program administration. Evaluates and refers all appropriate cases for front end verification and/or fraud investigation.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Minimum of 2 years experience as an Economic Support Specialist.
Performance evaluations must demonstrate above average performance, initiative and leadership activities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Advanced knowledge of the Economic Support functions, job duties and state computer systems/software.

Knowledge of and ability to utilize a computer and the required software.

Ability to perform leadership tasks.

Ability to assist and support other staff.

Ability to determine accurate case benefits and to identify errors in case processing.

Ability to implement policies and procedures and to train staff.

Ability to work accurately and efficiently under pressure.

Ability to accept client situations and problems without imposing one's own standards.

Ability to input data into a computer system.

Ability to establish and maintain effective working relationships with staff and the public, including people from diverse cultures.

Ability to interview and obtain information from the public.

Ability to communicate effectively both orally and in writing.

Ability to provide bridge between Economic Support Specialists, Economic Support Supervisors and Economic Support Administrator.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of object weighing up to 10 pounds.

Frequent sitting; occasional bending, twisting, squatting and reaching.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CLERK II

REPORTS TO: ECONOMIC SUPPORT SUPERVISOR

DEPARTMENT: HUMAN SERVICES

JOB SUMMARY:

Under general supervision performs clerical work of a varied nature, which calls for familiarity with basic agency and unit procedure and the ability to exercise independent judgment in carrying out assignments. Performs clerical tasks for all Economic Support programs including Medicaid, Badgercare Plus, FoodShare, Child Care assistance and the Wisconsin Home Energy Assistance Program.

ESSENTIAL DUTIES:

Greets and assists consumers that come into the Economic Support area. Determines consumer's reason for stopping into the agency and directs the person appropriately. Provides basic information on Economic Support programs and services.

Notifies appropriate staff person when an appointment is waiting by either direct phone contact, email, voice mail message or computer system.

Responds to general inquiries about the process of applying for FoodShare, Medicaid, Badgercare Plus, Energy Assistance, Child Care, or any other programs administered through Brown County Human Services as forms of public assistance:

- queries State computer system(s) and determines if an application is necessary or other paperwork is needed to reopen an existing case
- provides the appropriate application forms and, when necessary, answers questions or assists in form completion
- directs those applying in person to the client registration specialist for processing

Responds to basic questions relevant to case status and benefit issuance by researching State computer system(s). Responds to questions regarding correspondence sent to customer by Economic Support Unit.

Provides appropriate paperwork/forms to the customer for the purposes of obtaining needed verification. Explains and assists in the proper completion of the forms. Explains relevant federal, state and agency policy and procedure.

Maintains familiarity with community resources and partnering agency services. Informs customers, inquiring about assistance, of relevant programs available as resources. Provides contact information when requested.

Utilizes Customer Assistance for Re-employment and Economic Support (CARES) and CARES Worker Web (CWW) computer system to respond to consumer questions.

Answers incoming phone calls on our main Economic Support phone line.

Schedules Energy Assistance appointments upon request.

Assists in issuing temporary Foodshare Quest cards.

Assists in sorting, date stamping and scanning incoming mail.

Assists in client registration process. Enters data into computer system to register consumer for public assistance programs and schedules appointments when applicable.

Serves as backup to various duties within the Support Services Unit.

NON-ESSENTIAL DUTIES:

Performs other related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma, plus one year of office and/or customer service experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of correct spelling, and proper grammar.

Knowledge of and ability to utilize a computer and the required software.

Skilled in the operation of a variety of office machines (i.e. copy machine, fax machine, telephone, and personal computer).

Ability to perform varied and somewhat complex clerical tasks.

Ability to establish and maintain effective working relationships with staff and public.

Ability to assume responsibility and to follow established procedures.

Ability to understand and carry out fairly complex oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to perform full data entry function at a rate of 65 net keystrokes per minute.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, sitting and walking.

Using hand(s)/feet for repetitive single grasping, fine manipulation and pushing and pulling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

TABLE OF ORGANIZATION CHANGE REQUEST

Department: Human Services – Economic Support

Contact: Jenny Hoffman _____

Briefly explain requested table of organization change:

Add 1 LTE Clerk II position in Economic Support due to the increased workload with the Affordable Care Act (ACA). **This position is funded by revenue from the Department of Health Services.**

Clerical Support will be needed to assist in the increased workload in Economic Support due to the ACA.

If **DELETING** a current position, fill in the following information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

If adding a **NEW** position, fill in the information and answer the questions below:

Job Title: LTE – Clerk II _____

Hourly Pay Rate: \$16.59__ Annual Hours: 1950__ FTE: 1__ Grade: _____ Step: _____
(Administrative only)

Is this position grant funded? ☐ Yes ☒ No (If yes, attach a copy of the grant.)
Are benefits covered by the grant? ☐ Yes ☐ No

Are the duties of this position mandated? ☒ Yes ☐ No

1. What caused the increase in duties to justify adding this position?

The Affordable Care Act (ACA) has a direct impact on Economic Support administration. An additional workload will be assumed by Economic Support to accommodate the enrollment of individuals currently eligible but not participating in Medicaid as well as assistance provided to individuals who are eligible for insurance through the federal healthcare exchange/Marketplace.

Additional clerical support will be needed to assist in the increased workload associated with the ACA. This position will be responsible for registering all new applicants, backing up front desk staff, and assisting with other clerical functions that this additional workload brings.

2. Are duties currently being done? Explain why current staff is unable to absorb the duties.

The Affordable Care Act (ACA) has a direct impact on Economic Support administration. An additional workload will be assumed by Economic Support to accommodate the enrollment of individuals currently eligible but not participating in Medicaid as well as assistance provided to individuals who are eligible for insurance through the federal healthcare exchange/Marketplace.

Workload increases are expected to begin October 1, 2013 when enrollment begins. Training will be required therefore this position would be needed for 9/1/13.

3. List alternative methods for accomplishing this work or methods for doing this work without existing or additional staff.

This is a limited term employee /Clerk II position that will be needed for approximately 1 year as applicants enroll in Medicaid and the federal healthcare exchange/Marketplace.

Due to efficiencies and streamlining a reduction of 3.5 positions in the Economic Support Clerical unit over the past 4 years has already been accomplished. There is not a way to accomplish the new workload without increasing clerical support.

4. What service(s) would be reduced or eliminated if position is not created?

Additional funding will be provided by DHS to accommodate the increase in workload. Providing these services is required by the Department of Health Services.

- Failure to meet ES performance standards – application timeliness.
- Decrease in quality customer service. Consumer will wait in line longer. Frustrated and angry consumers that wait in line create a negative influence on others waiting in the lobby. This also creates an unfriendly atmosphere for families who are already in crisis.
- Phone calls may not be answered. When calls are not answered, frustrated consumers come to the agency to get answers. It then takes more time to defuse the angry consumer and get him/her the answers they need.
- Adverse effects on community based providers and agencies.

5. Please list the qualifications or combined education and experience for an individual filling this position.

High School diploma, plus one year of office and/or customer service experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

If requesting a **RECLASSIFICATION or OTHER POSITION CHANGE**, fill in the information and answer the questions below:

Current Position Information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

Proposed Reclassification Position Information:

Job Title: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

1. What caused the change in duties to justify reclassifying or otherwise changing this position?

2. How long has this position been taking on these additional duties?

3. If reclassification, describe how the change in duties affects the knowledge, skills and abilities to perform the position.

HUMAN RESOURCES APPROVAL/ACTION *(HR only)*

Prepared by: _____ Date: _____

Comments: _____

Are you in agreement with the department's new position/reclassification request? ☐ Yes ☐ No

Pay Table: _____ Tentative Grade Placement: _____ Tentative Step: _____

Reviewed/Approved by: _____
(HR Manager Signature) (Date)

DOA REVIEW *(Admin only)*

I certify that I have reviewed and approved the fiscal impact for this table of organization change:

(Signature)

(Date)

Comments: _____

EXECUTIVE REVIEW *(County Executive only)*

(Signature)

(Date)

OK to proceed with inclusion of this new position/reclassification in budget process? ☐ Yes ☐ No

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ECONOMIC SUPPORT SPECIALIST

REPORTS TO: ECONOMIC SUPPORT SUPERVISOR

DEPARTMENT: HUMAN SERVICES

REPRESENTATION UNIT: HUMAN SERVICES PARA-PROFESSIONALS

JOB SUMMARY:

Determines eligibility for all Economic Support programs including Medicaid, Badgercare Plus, FoodShare, Child Care assistance and the Wisconsin Home Energy Assistance Program. Interviews consumers, collects data, and computes budgets; records and documents information; accesses, prepares and inputs all data into the statewide computer processing system.

ESSENTIAL DUTIES:

Processes determinations and re-determinations of eligibility and other tasks determined to be necessary for effective and efficient program administration.

Identifies, evaluates and responds to changing client eligibility situations.

Processes new program requests, case composition changes/person additions.

Conducts interactive interviews on Client Assistance for Re-employment and Economic Support (CARES) and CARES Worker Web (CWW) computer systems.

Resolves discrepancies in State produced crossmatches, i.e. State Wage Information Collection Agency (SWICA), Internal Revenue Service (IRS), Social Security, Department of Industry Labor and Human Relations (DILHR).

Evaluates and refers all appropriate cases for front end verification and/or fraud investigation.

Determines over/under payments.

Prepares case file materials for scanning into electronic case file system (ECF).

Makes referrals for appropriate services and/or to additional community resources.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two years of post-secondary education in a business or human services related field, plus two years of professional experience in dealing with the public, and experience using a computer; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of the roles of community service and Economic Support functions.

Ability to utilize a computer and the required software.

Ability to work accurately and efficiently under pressure.

Ability to accept client situations and problems without imposing one's own standards.

Ability to input data into a computer system.

Ability to establish and maintain effective working relationships with staff and the public, including people from diverse cultures.

Ability to interview and obtain information from the public.

Ability to communicate effectively both orally and in writing.

Ability to provide case management and case planning services to customers.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with occasional lifting and/or carrying of object weighing up to 20 pounds.

Frequent sitting; occasional bending, twisting, squatting and reaching.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 10/04; 01/12/06; 06/08

Revised: 06/03; 09/01/05; 02/08/07; 02/18/10

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

TABLE OF ORGANIZATION CHANGE REQUEST

Department: Human Services – Economic Support

Contact: Jenny Hoffman _____

Briefly explain requested table of organization change:

Add 2 Lead Economic Support Specialist positions due to the increased workload with the Affordable Care Act (ACA). **These positions are funded by revenue from the Department of Health Services.**

These positions will be critical in the day to day Economic Support operations. Additional training and technical support will be needed not only to support the increased number of new staff, but also ongoing staff that are implementing new policies related to ACA.

If DELETING a current position, fill in the following information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

If adding a NEW position, fill in the information and answer the questions below:

Job Title: Lead Economic Support Specialist_____

Hourly Pay Rate: \$20.88___ Annual Hours: 2080___ FTE: 2___ Grade: _____ Step: _____
(Administrative only)

Is this position grant funded? ☐ Yes ☒ No (If yes, attach a copy of the grant.)

Are benefits covered by the grant? ☐ Yes ☐ No

Are the duties of this position mandated? ☒ Yes ☐ No

1. What caused the increase in duties to justify adding this position?

The Affordable Care Act (ACA) has a direct impact on Economic Support administration. An additional workload will be assumed by Economic Support to accommodate the enrollment of individuals currently eligible but not participating in Medicaid as well as assistance provided to individuals who are eligible for insurance through the federal healthcare exchange/Marketplace.

Lead Economic Support Specialists will be critical in implementing the numerous changes related to the ACA. In addition, there are several Foodshare and Medicaid eligibility changes in the proposed 2013-2015 State budget – these lead positions will assist in providing training and technical assistance for new and ongoing staff along with maintaining a partial caseload.

2. Are duties currently being done? Explain why current staff is unable to absorb the duties.

Yes. Economic Support Supervisors currently supervise a greater number of Economic Support staff when compared to other counties across the state. (The Economic Support staff determine eligibility for numerous low income programs: Foodshare, Medicaid, Badgercare Plus, Child Care Assistance and Wisconsin Home Energy Assistance Program. We currently serve over 24,000 households.)

An additional 8 Economic Support Specialist positions have been requested for the implementation of ACA and the increased workload associated with this. Additional ESS staff will be supervised by the existing Economic Support Supervisors. Lead Economic Support Specialists will be needed to assist in providing training and technical assistance to new and ongoing staff as supervisors take on the responsibilities associated with additional staff.

3. List alternative methods for accomplishing this work or methods for doing this work without existing or additional staff.

An alternative method for accomplishing this additional workload: add 1 Economic Support Supervisor and 1 more Economic Support Specialist. This would come at an increased cost. A more efficient, cost effective and preferred way to handle this additional workload and staff would be to hire 2 lead economic support workers.

4. What service(s) would be reduced or eliminated if position is not created?

Additional funding will be provided by DHS to accommodate the increase in workload. Providing these services is required by the Department of Health Services.

- Failure to meet ES performance standards could result in corrective action by the State, including fiscal penalties.
- General supervisory duties & personnel issues would be difficult to manage.
- The already lengthy ES training program would increase due to limited supervisory time which would cause several problems:
 - Error rates would increase.
 - Decrease in quality customer service, increase in consumer complaints.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits.
 - Adverse effects on community based providers and agencies.

5. Please list the qualifications or combined education and experience for an individual filling this position.

Meet qualifications of an Economic Support Specialist. A minimum of 2 years' experience as an Economic Support Specialist is required. Performance evaluations must demonstrate above average performance as well as initiative and leadership activities.

If requesting a **RECLASSIFICATION or OTHER POSITION CHANGE**, fill in the information and answer the questions below:

Current Position Information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

Proposed Reclassification Position Information:

Job Title: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

1. What caused the change in duties to justify reclassifying or otherwise changing this position?

2. How long has this position been taking on these additional duties?

3. If reclassification, describe how the change in duties affects the knowledge, skills and abilities to perform the position.

HUMAN RESOURCES APPROVAL/ACTION *(HR only)*

Prepared by: _____ Date: _____

Comments: _____

Are you in agreement with the department's new position/reclassification request? ☐ Yes ☐ No

Pay Table: _____ Tentative Grade Placement: _____ Tentative Step: _____

Reviewed/Approved by: _____
(HR Manager Signature) (Date)

DOA REVIEW *(Admin only)*

I certify that I have reviewed and approved the fiscal impact for this table of organization change:

(Signature) (Date)

Comments: _____

EXECUTIVE REVIEW *(County Executive only)*

(Signature) (Date)

OK to proceed with inclusion of this new position/reclassification in budget process? ☐ Yes ☐ No

TABLE OF ORGANIZATION CHANGE REQUEST

Department: Human Services – Economic Support

Contact: Jenny Hoffman _____

Briefly explain requested table of organization change:

Add 8 Economic Support Specialist positions due to the increased workload with the Affordable Care Act (ObamaCare). These positions are funded by revenue from the Department of Health Services.

These positions are needed as of 7/1/13. 3 months of training is required for these staff to be ready to begin assuming this workload on 10/1/13.

If **DELETING** a current position, fill in the following information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

If adding a **NEW** position, fill in the information and answer the questions below:

Job Title: Economic Support Specialist _____

Hourly Pay Rate: \$17.76____ Annual Hours: 1950____ FTE: 8____ Grade: _____ Step: _____
(Administrative only)

Is this position grant funded? ☐ Yes ☒ No (If yes, attach a copy of the grant.)
Are benefits covered by the grant? ☐ Yes ☐ No

Are the duties of this position mandated? ☒ Yes ☐ No

1. What caused the increase in duties to justify adding this position?

The Affordable Care Act (ACA) has a direct impact on Economic Support administration. An additional workload will be assumed by Economic Support to accommodate the enrollment of individuals currently eligible but not participating in Medicaid as well as assistance provided to individuals who are eligible for insurance through the federal healthcare exchange/Marketplace.

3 months of training is required for Economic Support staff so a begin date of 7/1/13 is necessary. Workload increases are expected to begin October 1, 2013 when enrollment begins.

2. Are duties currently being done? Explain why current staff is unable to absorb the duties.

Yes, Economic Support Specialists have caseloads ranging from 840-1000+ cases. Implementation of the ACA will add cases to the existing caseloads. Caseload sizes are currently higher than our

agency has ever experienced in the past and are being minimally maintained. Staff are stretched in their capacity to serve all consumers in a manner that meets our vision, mission and values.

3. List alternative methods for accomplishing this work or methods for doing this work without existing or additional staff.
 - The Economic Support management team continues to look for efficiencies in all areas of Economic Support to help alleviate the additional workload.
 - The Economic Support workload workgroup comprised of ES management and line staff meet regularly to look at overall workload and developing efficiencies.
 - Overtime could be considered but with a significant cost.
 - At this time there are no other alternative methods for covering these additional cases.
4. What service(s) would be reduced or eliminated if position is not created?

Additional funding will be provided by DHS to accommodate the increase in workload. Providing these services is required by the Department of Health Services.

If the positions were not created, the effects would be:

- Failure to meet ES performance standards could result in corrective action by the State, including fiscal penalties.
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits.
 - Adverse effects on community based providers and agencies.
5. Please list the qualifications or combined education and experience for an individual filling this position.

Two years of post-secondary education in a business or human services related field, plus two years of professional experience in dealing with the public, and experience using a computer; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

If requesting a **RECLASSIFICATION or OTHER POSITION CHANGE**, fill in the information and answer the questions below:

Current Position Information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

Proposed Reclassification Position Information:

Job Title: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

1. What caused the change in duties to justify reclassifying or otherwise changing this position?

2. How long has this position been taking on these additional duties?

3. If reclassification, describe how the change in duties affects the knowledge, skills and abilities to perform the position.

HUMAN RESOURCES APPROVAL/ACTION *(HR only)*

Prepared by: _____ Date: _____

Comments: _____

Are you in agreement with the department's new position/reclassification request? ☐ Yes ☐ No

Pay Table: _____ Tentative Grade Placement: _____ Tentative Step: _____

Reviewed/Approved by: _____
(HR Manager Signature) (Date)

DOA REVIEW *(Admin only)*

I certify that I have reviewed and approved the fiscal impact for this table of organization change:

(Signature)

(Date)

Comments: _____

EXECUTIVE REVIEW *(County Executive only)*

(Signature)

(Date)

OK to proceed with inclusion of this new position/reclassification in budget process? ☐ Yes ☐ No

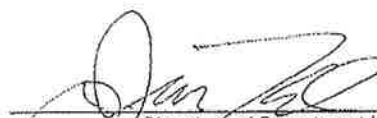
BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.132.5100	Reg Earnings	\$19,293
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.132.5110	Fringe	\$13,151
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.133.5100	Reg Earnings	\$83,979
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.133.5110	Fringe	\$55,987
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.134.5100	Reg Earnings	\$40,631
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.134.5110	Fringe	\$20,420
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.136.5100	Reg Earnings	\$57,361
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.136.5110	Fringe	\$31,684
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.200.4302.0283	IM Rev State	\$129,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.130.200.4302.0284	IM Rev Fed	\$193,506

Narrative Justification:

Additional staff needed in Economic support unit to enroll eligible individuals in Medicaid and provide assistance to individuals eligible for insurance through the Federal Healthcare Exchange


 Signature of Department Head
 Department: Human Services
 Date: 5/16/13

AUTHORIZATIONS


 Signature of Executive
 Date: 5/16/13